

Report On

The Recruitment and Selection Process of Western Engineering Pvt. Ltd.

By

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ID: 16304167

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

January 9,2021

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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/We have acknowledged all main sources of help.

### **Student's Full Name & Signature:**

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Student ID: 16304167

### **Supervisor's Full Name & Signature:**

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**Jubair Islam Shaown**

Lecturer, BRAC Business School

BRAC University

## Letter of Transmittal

Date: 09-01-2021

Jubair Islam Shawon

BRAC Business School

BRAC University

66, Mohakhali, Dhaka-1212

**Subject:** Submission of internship report on “Recruitment and selection process of Western Engineering (Pvt.) Ltd.

Dear Sir,

This is my pleasure to handover the report on the recruitment and selection process of the Western Engineering Pvt. Ltd. which I was appointed by your direction. This report is the outcome of the knowledge that I have acquired on the job. I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible.

I believe that the report will meet the desires.

Sincerely Yours,

Nuzhat Lamisa Asad

Nuzhat Lamisa Asad

ID: 16304167

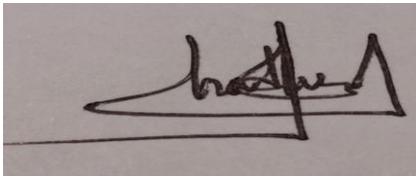
BRAC Business School

BRAC University

Date: 09-01-2021

## Non-Disclosure Agreement

This agreement is made and entered into by and between Western Engineering Pvt. Ltd. and the student of BRAC University named Nuzhat Lamisa Asad for the commitment of avoiding the unapproved divulgence of confidential data of the organization.



.....

Western Engineering Pvt. Ltd.

Nuzhat Lamisa Asad

.....  
Nuzhat Lamisa Asad

## **Acknowledgement**

Firstly, I wish to express my gratitude to the Almighty Allah for giving me the strength and capability to perform my responsibilities as a full-time employee of Western Engineering Pvt. Ltd. And complete the report within the stipulated time. The internship opportunity I had with this company was a great chance for me for learning and for professional development. I am deeply indebted to my advisor Mr. Jubair Islam Shaown , Lecturer, BRAC Business School , for his whole hearted support and supervision during my internship report preparation period. My sincere gratitude goes to each faculty members for their participation in my academic efforts. Through the years I have learned from them and appreciated the opportunity they have afforded me in pursuing this degree. Moreover, I would like to give thanks to Western Engineering (Pvt.) Ltd. for giving me the opportunity to work here as an intern, I would like to thank my company supervisor Md. Mashuk Haider Chowdhury, Manager of Human Resource Management Department in Western Engineering (Pvt.) Ltd. who has guided me and helped me to learn different works of Human Resource Management department. Furthermore, I would like to thanks all those members of Western Engineering (Pvt.) Ltd. who supported me and were on my journey in this company.

## **Executive Summary**

Through the internship program we get the opportunity to transform four years of academic learning of knowledge into practical knowledge through practical application of those knowledge. I joined in Western Engineering (Pvt.) Ltd, as an HR intern and worked there for almost 3 months. Western engineering (Pvt.) Ltd. is a company which was established in 1998 with an aim to contribute significantly in Nation building activities. Through the achievement of arduous feats, this commercial entity is now a prominent name in Bangladesh's infrastructure development sector. During these 3 months I have gathered many practical experiences and which has helped me to write this report based on my practical observation and experience internship report is about the Recruitment and Selection process of employees of the company. The main purpose of this report is to know and understand in depth the how the recruitment and selection process is being conducted or performed. Recruitment and selection process of Western Engineering (Pvt.) Ltd is an essential part of the organization. The HR department of Western Engineering Ltd. performs the tasks of recruitment and selection process very effectively and optimally. Western Engineering (Pvt.) Ltd. recruits many people every year and they use both internal and external methods for recruiting employees. For getting the right people for the vacant position of the company Western Engineering (Pvt.) Ltd. Company has a well-organized recruitment process. After recruiting employees, the company selects people through selection process which includes sorting CVs, through written test, viva etc. Then the new joined employees are being oriented with the company environment, culture and it's people by the HR department's employees. And that's how the recruitment and selection process of the company works.

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## **Acronyms**

WEL- Western Engineering (Pvt.) Ltd.

Ltd.- Limited

Pvt.- Private

HR- Human Resource

HRM- Human Resource Management

CV- Curriculum Vitae

## **Chapter 1: Overview of Internship**

### **1.1 Student Information:**

Myself Nuzhat Lamisa Asad, ID: 16304167, a student of BRAC Business School, BRAC University. I am writing this report for fulfilling the requirement to complete my Bachelor of Business Administration Degree (BBA). I have done major in Human Resource Management and minor in Marketing.

### **1.2 Internship Information:**

#### **1.2.1 Period, Company Name, Department, Address:**

I am doing my internship in Western Engineering (Pvt.) Ltd. Here in this company, I am working as an intern in Human Resource Management Department. The duration of my internship is from 1<sup>st</sup> October ,2020 to 31<sup>st</sup> December ,2020. Western Engineering (Pvt.) Ltd. is located in TCB Bhaban (10<sup>th</sup> floor) 1-Karwan Bazar, Dhaka-1215.

#### **1.2.2 Internship Company Supervisor's Information: Name and Position:**

The name of my company Supervisor is Md. Mashuk Haider Chowdhury, Manager of HR department in Western Engineering (Pvt.) Ltd. who has supported me a lot in both official issues and in gathering practical knowledge of the company.

#### **1.2.3 Job Scope in Western Engineering (Pvt.) Ltd:**

Internship Activities in the company are as follows:

##### **1.Sorting CVs:**

CV sorting is one of the jobs included in my intern jobs. For vacant post there was the requisition of employees and after announcing job vacancy, CVs of different candidates are being collected for the vacant post, and my job was the sorting of those CVs. I was asked to select CVs emphasizing more on the relevant work experience, moreover the level of education and from which institution the candidates have studied mattered. Furthermore, candidates who are doing job relevant training are also being asked to select for written test or for interview. After completing the sorting of CVs, a CV summary of the selected CVs of those candidates are created for managing and inputting all the candidate's data in the HR database.

## **2.Interview Co-ordination:**

I coordinated the interview process of the recruitment process. I had to prepare the attendance sheet of the candidates who were being selected for the interview during CV sorting and give them the candidate information form and it can also be called self-assessment form as they have to self-assess them going through different steps in the form and fill them up . then after that I had to submit that candidate information form to the Bord member. And then I called them serially to enter into the interview room for giving interview by seeing the attendance sheet. Then during the interview session board members give marks to the candidates in that self-assessment form.

## **3.Project's Employees Update:**

As this company is working on different types of projects, employees are being recruited every now and then and the record of these employees should have to be recorded everyday or every week as new joiners are joining continuously and many employees are leaving. Updating the employee information of the employees working under each project is also another task I had to do during this internship period. Moreover, collecting detailed information of the employees working under each project was another job and this was done because in any case of any accident or incident occurred by any employee , then the detailed information is very much important .

## **1.3 Internship Outcomes:**

### **1.3.1 Student's contribution to the company:**

Internship programs beckon to students to the company so that students can gain some experiences. Some of the internships are paid and some are unpaid. Some students become permanent after their internship in the company. As the time progress the students get acquainted with the company's procedure, work and environment, thus makes a student idea candidate to employ. Contribution to company are as follows:

Reduced work pressure:

An energetic fresher is an asset to the company. Initially I was helping my supervisor. My supervisor made me sort CVs. Started with a simple task and the gradually responsibilities become more. I was happy to minimize the workload of my department. With the passage of time, I was able to grasp more knowledge and became more efficient.

Efficiency:

As a fresh mind I was always hungry to learn more, enthusiastic to work and looked for more opportunities to display my skills. I was happy to contribute in the company by applying my skills at work. This sort of energy increase productivity in the company and improve workplace.

### **1.3.2 Benefits to the student:**

From the beginning to till last day I have gone through a great learning. Every day at works new things came up and learnt all the things so that my chances of getting hired increases. Additionally, I came across more corporate standards, implications of labor laws in work place. Dealing with diversified people effectively, specially using emotional intelligence has become my forte. It enhanced my compassion, thinking ability, team working ability, flexibility, adaptiveness, just as my aptitudes. Moreover, I came across new people and learned their ways of working. Last but not the least, it is hard to sum up my experience in words.

### **1.3.3 Problems/Difficulties (if any faced during the internship period):**

Since it is a private company it was really hard to get the data and information regarding company history. Other than that, I did not face any difficulties during my internship period. All my seniors and supervisors were supportive and helpful in every matter.

### **1.3.4 Limitations of the study:**

My internship experience is full of positive vibes. I encountered some amazing team mates, supportive supervisor and amicable experienced professionals. I got supportive behavior from the employees of the company but they were not able to give me many important documents that I needed for preparing my report properly. Moreover, since all the employees were very much busy they could not give me proper time and thus I could not collect sufficient information from them which I needed. Another limitation of this study or report is that because of fear of disclosure, there was this company's policy of not disclosing some data and information and thus I could not get access to those data and information.

## **Chapter 2: Organization Part: Overview, Operation and Strategic Audit**

### **2.1 Objective:**

The main objective of the study is to know more about Western Engineering PVT. Ltd .Moreover, there are some specific objectives like gaining new experience in the corporate profession, knowing the organization thoroughly , knowing in details about the different activities of the company, developing communication skills through effective communication with the employees of the company, gaining experience about adapting in complex situations inside the company, learning and participating in different activities of Western Engineering PVT Ltd. As I am making this report on the recruitment and selection of employees of western Engineering PVT. Ltd so emphasizing and participating activities and tasks related to recruitment and selection process of the company and understanding all the steps in depth through practical experience.

### **2.1.2 Methodology:**

This study includes both primary and secondary data.

#### **Primary Data:**

As I have already built up friendly relationship with the employees of the company , thus I have informally asked some of the employees to help me out with collecting data and they have helped me finding out necessary data and my supervisor as well guided me to know in depth about the different activities of human resource management department specially with the recruitment and selection of employees and he also helped me with providing different data related to recruitment and selection process of the company. Moreover, monitoring the different activities performed by the employees of HRM department and obtaining different necessary information from them is another primary source of the study.

- Manager
- Employees

#### **Secondary Data:**

In order to write about the secondary data sources for writing the report is mainly the corporate website of Western Engineering PVT Ltd. Moreover, different other sources like different

organizational websites, different journals, different online articles, other annual reports of the organization, were very effective secondary source for preparing my vast report.

- Different books of HRM
- Monthly reports of HR
- Company Website
- HR policy of Wester Engineering (Pvt.) Ltd.

### **2.1.3 Limitation of the study:**

The employees of the company were really co-operative and friendly as well. but during the office hour as they were busy with their individual tasks and activities, they couldn't get the time to communicate with me properly and for that I faced some problem while collecting information from them as they had to give me time if they wanted to help me in understanding different activities. Moreover, while collecting information, the company did not give access to some information as that information was strictly confidential.

### **2.1.4 Significance of the study:**

Detailed and in-depth study of the HRM department of Western Engineering PVT ltd is being done for writing this report and this report is highly focused on the different working processes of the department of the company, their management system, and thus the collection of different information in this report bears great significance in gathering knowledge. Moreover, as all the information of Western Engineering PVT. Ltd. Is portrayed in a structured way, it will be helpful for other people's learning as well. Through working in this organization, I got to know about the recruitment and selection process practically, how different employees are hired for the company, the different steps of this process, and gathered adequate knowledge about managing the whole human resource system. During my graduation period as I learned many theoretical knowledges about the human resource management and by working in this company and through this study, I could relate all these theoretical knowledges with real life experience. Working in this company gave me the opportunity to work with colleagues from whom I could gather many knowledges about corporate life. I had to deal with different levels of employees and also with employees of other departments as the HRM department is the only department of the company who has to maintain relationship with all employees of all departments as human resource management is its task. So, I got the opportunity to learn how to mix up with different people,

how to communicate in proper manner, how to convince people and many more skills and attributes.

## **2.2 Overview of the Company - Western Engineering PVT. Ltd**

### **2.2.1 Background of Western Engineering (Pvt.) Ltd:**

Western Engineering (Pvt.) Ltd. (WEL) established in 1998 with an aim to contribute significantly in nation building activities especially on the construction of roads, bridges, highways, hydraulic structures and water control structures like regulators and embankments, construction of roads, dredging, ship building fisheries, solar power and production of sustainable jute products.

The company always followed a track towards achieving its desired goal that is to facilitate and maintain economic, environmental and social sustainable developments, to ensure significant input on the sustainable approach. Western Engineering (Pvt.) Ltd has always moved forward mechanization and modernization incorporating more than 500 equipment with a view to making utilization of its efforts and time. Till today WEL has completed 36 different projects worth BDT 17,000 Crore. Currently about 1,700 employees are working relentlessly in 30 ongoing projects in Bangladesh worth BDT 5,900 Crore.

The company is committed to take care of quality and timely completion of the projects. In order to articulate own Aim and Mission the company has inducted highly qualified human resources and modern quality equipment and machines. Rivers like Padma, Meghna, Jamuna, Tista and Brahmaputra cause havoc to the population living along the banks of the rivers in Bangladesh. As alluvial soil cannot be dredged, navigation on waterways becomes difficult. To comply with the present scenario of dredging has acquired 29 modern dredgers from USA and Netherlands. Another 20 dredgers are being imported in coming days.

Special emphasis has given for sustainable approach especially on the environment. An organogram is available to administer the company smoothly, effectively and efficiently. Mr. Bashir Ahmed, is the main founder and Managing Director of WEL. The company has been awarded with “Special” contribution for its recognition of quality performance.

### **2.2.2 Vision of Western Engineering (Pvt) Ltd:**

The vision of the Western engineering (Pvt.) Ltd. is to reach the zenith if the engineering development works with the philosophy of sustainable approach.

### **2.2.3 Mission of Western Engineering (Pvt) Ltd:**

- On time delivery of project
- Quality works
- Committed for greener and cleaner environment
- Friendly working environment through open communication and with mutual trust.

### **2.2.4 Strengths of Western Engineering (Pvt) Ltd:**

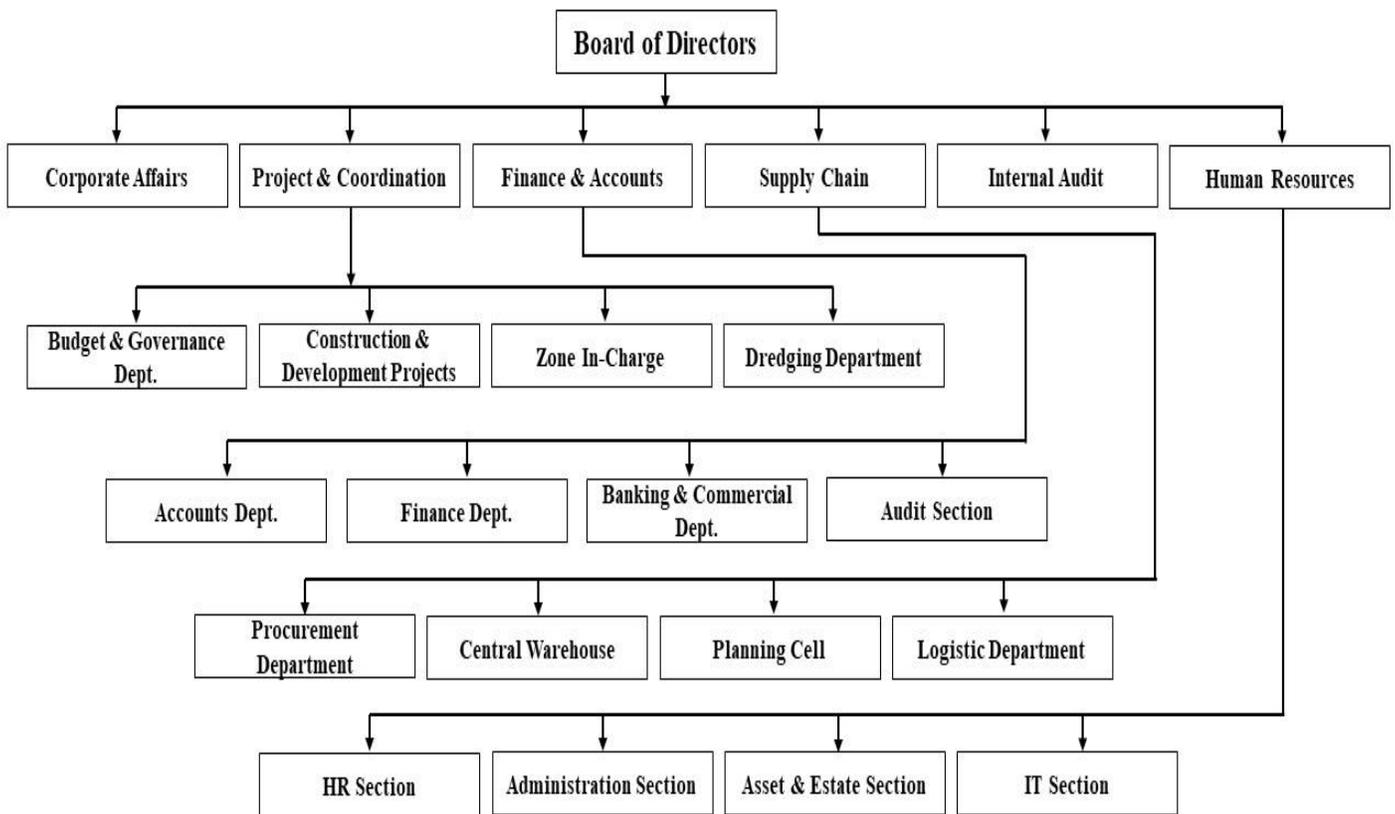
1. Self-motivated management team with enormous experience in its line of business.
2. Vast network both in domestic and international arena.
3. Significant logistic and other applicable supports to execute works professionally.
4. Advanced and high-tech equipment to support human skills.
5. Skilled labor force for timely execution of the projects.
6. Long outstanding history in conducting business.
7. Awarded as “Special” contractor for its recognition of quality performances.
8. Diversified business portfolio to reduce construction risks.
9. IT-based business-like smart card for irrigation pumps in rural areas of Bangladesh, e-ticketing for urban areas.
10. Elegance to expand its business wing to energy sector of Bangladesh, like setting up industry for renewable energy projects.

### **2.3 Management:**

- Nargis Ahmed – Chairman
- Bashir Ahmed – Managing Director
- Md. Sharawar Zaman Dhali- Deputy Managing Director
- Md. Nagir Ahmed Apurbo – Director
- Brig Gen Md Zahedur Rahman (Retd) – chief of project and coordination
- Md. Jafar Allah Khan – Chief Financial Officer
- S.M Masud Up Azim- Chief Supply Chain Officer
- Lt Col Md. Ziaul Hassan, Psc, Engrs, (Retd) – Chief Engineer (Civil)
- Md. Siddiqur Rahman – Chief Engineer (Civil)
- Lt Col Engr Md. Mehedi Hasan, BGBMS (Retd), Chief Engineer (Civil)

- Abdur Rahim- Technical Advisor ( Jute and Textile)
- Mashfique Mashuk Khan – Chief Operating Officer ( Jute and Textile)
- Engr. Md. Yar Hossain – Chief Engineer (Dredging)
- Major A K M Enamul Haque, PSC , (Retd) ,Additional Chief Executive (Electro Mechanic)
- Major Abdur Rahma Tarafder ( Retd) – Additional Chief Executive (Procurement)

## Organogram



**Figure I: Organogram**

## **2.4 Corporate Affairs:**

The function of this department is different corporate dealings done by employees if this department. By corporate Affairs it is meant that this corporate Affairs department deals with all internal and external relation with central government as well as local government. This department's activities are related with government relations, corporate communications and also branding. By government relations, it means managing all relationship with the government and moreover also maintaining a good relationship with government. Corporate affairs are responsible for creating and communicating a favorable public image. Updating the company with trends, maintaining and updating to the current political, economic situation are also tasks of this department.

## **2.5 Project and Co-ordination:**

Western Engineering Pvt. Ltd is currently working on 42 projects and have completed many more projects. Each manager is appointed for each project. Head of departments supervise all these projects. This department deals with the management of day to day operations of different projects, to make sure that all the resources are aware of deadlines, managing meetings, there is also project coordinator who keep checking on the tasks of different projects, handling administrative works , and works very closely with the project's manager. Under project and Co-ordination there is Budget and Governance Department , construction and development projects ,zone in charge and dredging department.

### **2.5.1 Budget and Governance Department:**

Budgeting of different projects and governing the projects are the functions of this department. Finding out how the setting of budget of projects can be more effective and efficient and governing the project's properly so that all the tasks of projects can be done properly, efficiently and effectively.

### **2.5.2 Construction and Development department:**

As per the budget of the project's whether all the tasks are being done correctly or not, and how much development is taking place according to the plan and if any problem is faced, coping up with the problem and finding solutions are that different activities of this department.

### **2.5.3 Zone- in- charge:**

3/4 projects are under a zonal in charge who is liable for these 3/4 projects. Determining how these projects tasks can be done, designing of the project's, designing working patterns, keeping records of work progress etc. Are different tasks of zone- in- charge.

### **2.5.4 Dredger Department:**

The Dredger department of Western Engineering Department is currently equipped with 29 modern imported dredgers from Europe, USA and Asia. This company has Dredging system which is the biggest in the South-East Asia. The working system of this department has two parts which are Technical part and another one is Administrative part. The technical part is led by additional chief engineer and the administrative part is led by additional chief executive.

### **2.6 Finance and Accounts Division:**

The main function of this department is ensuring the efficient financial management and financial controls which are necessary for supporting all the activities of the company. Under Financial and Accounts Division there is Accounts department, Finance department, Banking and Commercial Department and Audit section.

#### **2.6.1 Accounts Department:**

All the functions like money out of the company which means making different payments for different expenses and keeping records of the bills paid, then comes Money in the company which means processing and keeping records of the incoming payments, making sure all the employees are being paid properly and recording the payments, which fall under the process of payroll and also preparing financial reports and preparing budgets.

#### **2.6.2 Finance Department:**

The different duties of this department include financial planning, bookkeeping, managing the flow of cash in the company, forecasting and budgeting and also management of taxes.

#### **2.6.3 Banking and Commercial Department:**

This department deals with all the transactions with bank like LC opening, loans renew, applying for letter of credit then also asking for new loans from bank etc.

#### **2.6.4 Audit Section:**

Different functions like determining compliance with policies and procedures, maintaining or assessing the quality of internal control, to keep checking if the rules and regulations are

maintained properly which are set by regulatory agencies, checking the maintenance of standard operating procedure whether any problem is faced or not. Supply Chain Division: This department is very much important for project and Co-ordination. This department deals with different functions like purchasing like purchasing of raw materials, timed delivery and procurement , coordination with suppliers, demand, planning and forecasting ,coordinating all aspects of planning, purchasing, warehousing ,resource management . Under supply chain division there is procurement department, central warehouse, planning cell department, logistic department.

## **2.7 Supply Chain:**

### **2.7.1 Procurement Department:**

This department deals with all the purchasing activities of different materials of the company as per the requisition.

### **2.7.2 Central warehouse:**

Making stocks of products or stocking of products which are used regularly by fixing limits and preserving those products for future use or present need are different functions of this department.

### **2.7.3 Planning Cell:**

In near future making plans for each project which type of materials will be needed, monitoring which material will be needed when and when should these be purchased etc are different functions of planning cell. How the procurement will be done, it is planned by planning cell.

### **2.7.4 Logistic Department:**

The activities which are included in this department are determining which equipment will be needed where, planning of how much, how many, Numbers of equipment will be needed. Transportation management, warehousing, handling of materials, inventory control etc.

## **2.8 Internal Audit Division:**

Internal audit division is under Board of Directors. As per rules and regulations, whether the employees of the company are doing their tasks or not, the maintenance of these things are supervised by internal audit division.

## **2.9 Human Resource Department:**

Under the HR department of this company the all the human resource management jobs are being done.

### **2.9.1 HR Section:**

**Recruiting Candidates:** Western Engineering (Pvt.) Ltd. tries both internal and external methods for recruiting candidates of the company. The company mostly recruit candidates through internal reference that means through the personal contacts of different employees who are currently working or doing job in the company. Moreover, they hire employees through external sources like posting advertisement of vacant job in BD Jobs website or through other ways.

**Selection of Candidates:** After the collection of all the CVs, the HR department screens the CVs of those candidates who seem qualified for the vacant jobs and who fulfill the job requirements of the company. Moreover, higher importance is given to the candidates who have previous experience than their educational level., and finally in which institution they have studied.

**Orientation of the new joiners:** The orientation program is conducted by the HR department by introducing the new employees with the existent employees of the company. Moreover, the new joiners or the employees are briefed about the company, its culture, about different rules and regulations set by the company.

**Compensation:** Another job of HR section is reviewing periodically the salary structure of the employees working in the company. The HR department's job is to research or analyze the market that means how much salary is given to the employees for that particular job in other companies in order to keep the employees motivated and for retaining them successfully.

**Maintaining Communication with Employees:** it is another important job of the employees under HR section is to maintain good communication with all the other employees of the company. They have to maintain good communication with the existing employees, potential candidates as well as previous employees.

### **2.9.2 Administrative Section:**

Administration section is a very important section in the company. Supporting all the departments, so that the departments can perform efficiently, solving different types of problems faced by departments, supporting each employee if he/she is facing any problem in the company. The proper functionality of all tasks of all the departments of the company are related to the administrative section of the company.

### **2.9.3 Asset and Estate section:**

Taking care of all the assets of the company, justifying whether all the papers of new assets are valid, purchasing of lands, buildings, taking care of these things etc are different jobs of the employees working under this section, This department gives support to the organization regarding legal issues.

### **2.10 IT section:**

The job of this department is the maintenance and management of network system of computer within the company. The duties and responsibilities related to ensuring that all the employees of the company have proper access to the computer systems and also to the telephones and other technological devices.

### **2.11 Operations:**

The jobs under operations is the management of the inner workings of the company, Organization's day to day activities that create value for the company.

#### **2.11.1 Equipment:**

Different types of equipment are used in different projects of Western Engineering (Pvt.) Ltd. Equipment like Dredger, Excavator, Bulldozer, Dump Truck, Auto Block Plant, Batching Plant, Forklift, Wheel Loader, Generator are being used for different construction activities and these equipment are brought from abroad and of high quality so that the works can be done more efficiently.

#### **2.11.2 Completed Projects:**

WEL have completed many projects like Purbachal shore protection work, Musapur closure , Noahkhali, Talimnagar pump station, protective work at Charfession , Bhola, then protection of the Kuthibari and adjacent areas of great poet Rabindranath Tagore, Construction of rubber dam over manik chari river iat chakaria and pekua in Cox's Bazar, Jamuna River Protection work at Sariakandi , Bagra, protective work at Monpura , Bhola under BWDB.

### **2.11.3 Ongoing Projects:**

There are many ongoing projects of Western Engineering Pvt Ltd. which are Sheikh Hasina Textile Engineering College, New town project (Gazipur Part) , DND project, Ashrayan project, Cox's Bazar, Paira Protective Work, Narshingdi Project, protective work at Tajumuddin Bhola, Mongla-Pakshi river dredging project, Brahmaputra river dredging project, Narsingdi Re-excavation and Dredging project, Dredging and bank protective work at Dohar, River Bank protection work , komalnagar, land development at BSCIC industrial park , Sirajgonj under BSCIC, Mithamain, Kishoreganj project, Baburhat Bhola Project, construction of 4 lane road of Feni-Noakhali Highway under Noakhali Road Division, flood control and drainage improvement project at Noakhali, Jamuna river protection work at Gaibandha, Bakkhali river protection and dredging work at Cox's Bazar, Protective work at Dhalghat , Moheshkhali , Cox's Bazar.

### **2.12 Corporate Social Responsibility:**

Western Engineering (Pvt.) Ltd renovates existing schools, colleges, and other social organizations in its working area to maintain a sustainable society. Computer labs are being set up by WEL to spread the interest of technical education among general students. As a result of construction of the structures and other protective works, lifestyle of local population and a sustainable socio-economic development is ensured.

For undertaking tree plantation and other environmental protection activities WEL project sites turn into greener locations to attract recreation lovers by construction of roads increasing navigability of waterway by dredging and excavation.

Bangladesh is often confronted by climate change impacts such as accelerated sea-level rise, increasing storm intensities etc. Therefore, the shore protection works of lakes/river/canal constructed by WEL regulates the flow of water and reduces the chances of hazards to save both human and wild life.

Protected canals inhibit aquatic creatures and maintains the ecological balance. They also ensure better waste management system by alleviating bad air quality.

WEL's block machines are capable of producing significant number of concrete blocks, solid /hollow/cellular masonry products, curbstones etc. This reduces the use of traditional bricks made from top soil and preserves the fertility of soil in its working area.

The construction of new roads by WEL deliver improved air quality to the areas by relieving of significant amount of traffic built up in a area.

Solar power plants run by WEL ensures the production of green energy.

From the beginning to the end of any project constructed by WEL, a significant number of saplings is planted around the project which ensures a greener environment with extra protection of the top soil in future, long after the project is handed over.

### 2.13 Working Partners:

Western Engineering (Pvt.) Ltd is the partner of Bangladesh Army, Bangladesh Navy since 2007. They are currently involved with Bangladesh Diesel Plant Limited (BDPL) and with Bangladesh Machine Tools Factory in Civil engineering works and mechanical training works. Through BDPL they are also working with Bangladesh-India Friendship Power Company Limited (BIFPCL), Bangladesh Agricultural Development Corporation (BADC), Bangladesh Development Power Board (BPDB) and Bangladesh Water Development Board (BWDB)



**Figure II: Working Partners**

## 2.14 SWOT Analysis:

SWOT stands for strength, weakness, opportunities, threats. Swot gives a brief view of competitive advantages. Its assists us to concentrate more on its strengths, opportunities, and covert weakness into strengths, threats into opportunities. Considering Western Engineering Private Ltd as a business firm, breakdown of its strength, weakness, opportunities and threats are follows:

<b>Strengths</b>	<b>Weakness</b>
<ul style="list-style-type: none"> <li>• Experienced Engineers</li> <li>• Good Managers</li> <li>• Loyal Clients</li> <li>• Co-operation among Departments</li> <li>• Strong position in engineering sector</li> <li>• Quality Service/ Work</li> <li>• Positive work culture</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of efficient personnel</li> <li>• Lack of training programs</li> <li>• Lack of motivation among employees</li> <li>• Lack of Work Life Balance</li> <li>• Slow recruiting system</li> <li>• Hiring through referencing</li> <li>• Lack of gamified recruiting system</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Connection with governmental bodies</li> <li>• Large investment on equipment</li> <li>• Projects offer by Governments</li> <li>• Collaboration with Army</li> <li>• A lot of ways of cost cutting through depreciation of equipment</li> <li>• Large Network both locally and internationally</li> <li>• Easy to get funds since the company is partnered with a lot governmental body</li> </ul>	<ul style="list-style-type: none"> <li>• Other foreign infrastructural development companies</li> <li>• Projects takes a lot of time to get back invested money</li> <li>• A lot of governmental rules and regulations</li> <li>• Rivalry among existing firms</li> <li>• Pressure from regulatory bodies</li> <li>• Losing clients</li> <li>• Simple accident can cause bad reputation in the company</li> </ul>

*Table 1: SWOT Analysis*

## **2.15 Recommendation:**

Some of recommendation I want to Suggest for Western Engineering (Pvt.) Ltd are mentioned below:

I think the company should improve their HR section through increasing the department's existing size and so that all the HR functions are handled much more effectively and efficiently.

Employee motivation is really very important for getting the proper output from them . Thus the compensation structure is a very important factor for motivating the employees of the company. So, the company can analyze and research the current job market to set up the compensation structure accordingly and this will boost up the motivation of employees if they are given their expected salary.

Different employee benefit programs can be arranged by the company to keep the employees motivated. Proper training arrangements should have to be arranged by the company for the employees of the company

## **2.16 Conclusion:**

It was a great experience working in Western Engineering (pvt.) Ltd. Through working in this company in the Human Resource Management Department, I got the opportunity to gain practical knowledge and have known in depth how the HR department practically works and I could relate and apply my theoretical knowledge with real life scenario.

## **Chapter 3**

### **The Processes of Recruitment and Selection Procedure**

#### **3.1 Introduction:**

Human Resource Management deals with planning, directing, organizing, guiding, controlling the functions of recruiting, developing, motivating and maintaining the employees of the company. The activities which are performed by human resource department which are necessary are HR planning and requisition, then the selection of employees, orientation program of the employees, then training of the employees, appraisal and evaluation of the employees, it also deals benefits and compensation given to the employees. Thus, the responsibility for recruiting people for the vacant posts of the company is a job which belongs to the Human Resource Department of the company. One of the tasks of this department is finding out and attracting capable people for the vacant posts of the company, conducting the recruitment process, etc.

#### **3.2 Methodology:**

Information has been taken from very credible sources for the purpose of making this report. The overview of two most significant sources is provided in this section; One is primary source and another is secondary source. Primary sources of this section are observation during the internship, guidance and support from Supervisor, Executives. Secondary sources for this section entail website of this company, annual reports, various journals, reports, online portals, newspapers etc.

#### **Primary Sources:**

- Directors
- Employees/Staffs
- Manager

#### **Secondary Sources:**

- Websites
- Journals
- Articles

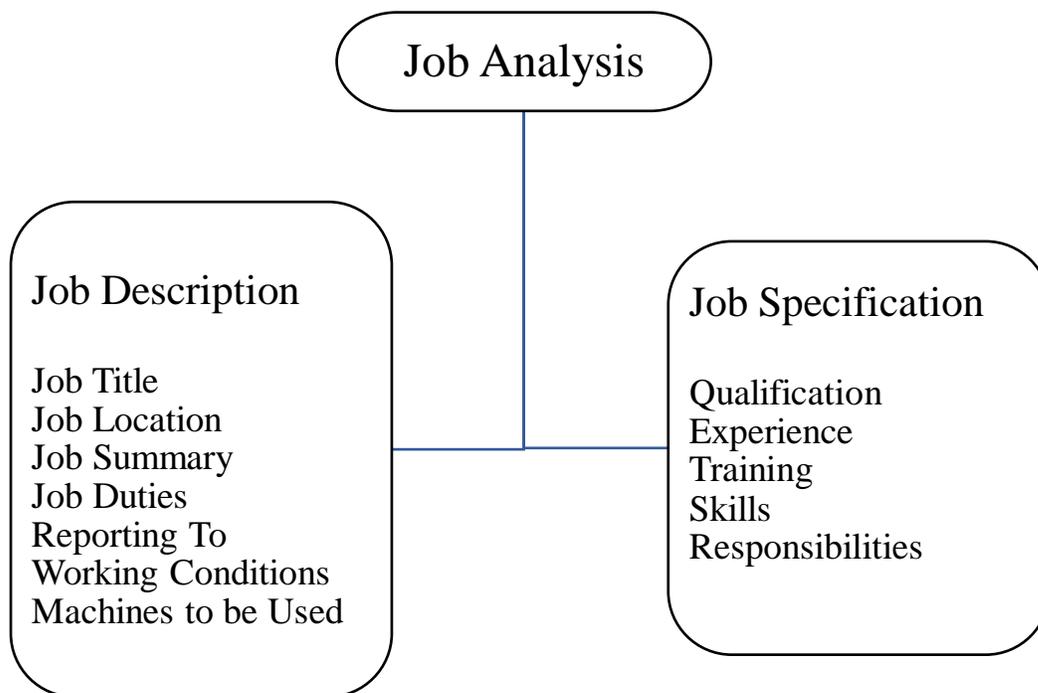
- Reports
- Newspapers

### 3.3 Human Resource planning in WEL:

Human resource is one of the most prominent departments in any organization. Western Engineering (Pvt.) Ltd. is always looking for those people who meet the job requirements and top-caliber people. This department is swamped with a lot responsibility for recruiting and selecting people for vacant posts. These are as follows:

#### Job Analysis:

After seeing any employees gap in any department, human resource department usually starts job analysis. The job analysis can be sub-divided into 2 parts. One is job description and another is job specification. Job description includes job title, job location, job summary, job duties, reporting working conditions and machines that needs to be used. Job specification includes qualification, experience, training, skills and responsibilities. That being said, human resource professionals analyze jobs to identify the skills, experience, knowledge that is essential for different working positions.



**Figure III: Job Analysis**

## **Recruitment and Selection Process in Western Engineering (Pvt.) Ltd.:**

In this company there are different people from different backgrounds, cultures and places those vacant position of the jobs and want to grow their career. So this responsibility of recruiting people for the company by attracting the capable applicants are the responsibility of the HR department. The mainly conduct this recruitment as well as selection process. So through job description and job-specification they got the needed information based on which they can start the recruitment process. Thus, the functions of the recruitment process of WEL are given below:

### **Source of Recruitment:**

Depending on the job category of the vacant posts, which level of employees will have to recruited is being decided. So, the source of recruitment is divided into three types which are

1. Entry-level Management
2. Mid or Senior Level Management and
3. Non-Management staff.

### **Internal Sources:**

The company many times recruit people internally like there could be someone working within the company competent for the vacant position of the specific job, So the company can offer him /her to join for that vacant post.

### **External Sources:**

**Posting Job Advertisements:** After analyzing the job, the company begin the process of job advertisement. The company mainly post jobs in BdJobs.com and sometimes post jobs in the newspaper. The candidates can be freshers, experienced or employees from different sector.

### **Searching Out Candidates:**

The company hires potential employees from the internal and external sources. The company has a very good reputation in engineering sector. It puts emphasis on hiring a wide range of talents across the country and provide a sustainable career path. Thus, company holds a bargaining chip to hire best of the employees. Sometimes company hire professionals through reference and sometimes choose professionals who apply through external media.

### **Employee Referrals:**

To locate job opportunities, use of personal contacts of the company can be another way of recruiting employees for the company. Here in this case , employees already working in the company can recommend their friend's name or family member's name who are working in other organizations or looking for vacant positions of the jobs if they fulfill the requirements of the vacant positions of the jobs.

### **Selection Process:**

In this process information are gathered for the purpose of evaluating and making decision of who should be employed and who should not be selected for the particular jobs. This selection process is done through these steps:

#### **Screening out CV or resumes:**

The responses which are gathered after the advertisements are being sorted and screened for the selection process. All the CVs are judged based on their educational backgrounds, CGPA, previous working experience, previous training experience etc. Importance is given much more on those candidates who had previous experience rather than freshers. Work experience and the duration of the work experience is given much importance even more than CGPA. The company has specific selection procedure for different roles. Freshers resume is screened out sometimes based on CGPA, sometimes not being able to display skills required for the role that they are applying. Experienced applicants' skills must align with required skills for the roles.

#### **Shortlisting CV:**

All the applications are securitized very carefully. In this matter, recruiters play a vital role. Executives spend hours looking for the individual who fits into frame of the advertised role. Sometimes applications are canceled if the candidates do not match their skill sets with the required position. Some applications are automatically rejected if they are unable to provide a good career summary or career objective. The whole process maintains transparency and confidentiality.

#### **Conducting Interviews:**

After shortlisting the applications, the candidates are called for the interview session. The interview time is kept convenient for the interviewee . Interview sessions are more about

knowing the candidate and looking for the candidates' knowledge, skills, experience, interest whether it matches with the role or not. The shortlisted candidates have to fill-p the employment information form before attending the interview.

### **Written test during interview session:**

The written test is a very common part for the selection of candidates. Different written tests are taken in order to evaluate the knowledge, skills, of the employees through written tests. the questions in the written tests are normally related to the knowledge about the required fields. Based on the performance in their written test , the candidates are being selected.

### **Selection of Interviewees:**

Best of the candidates are hired through a sophisticated recruitment policy. The policy entails a full guidance of effective hiring. Head of the project, hiring managers and management bodies altogether select the candidates for permanent position in the company. Head of Hr Division approves all the recruitment. It guarantees the coherence of the HR division and internal control of the department.

### **Joining of the Candidate:**

After the completion of all the above processes the candidates are told to bring all their academic and professional certificates along with all other documents like previous job separation confirmation letter etc.

### **On the Job Training:**

On job training is one the methods of teaching the skills and competencies while on the job. On the job training employees learn the uses of machines or the documentation. The main objective of on job training is to learn about the working environment, corporate policies, leadership skills etc.

### **Types of Employees:**

There are four types of employees in the company. These are:

#### **Internship Program:**

This company gives learning opportunities to freshers who wants to gain practical experience through work. For this reason, this company arranges internship program for various department to give freshers a hand on experience in real working environment. They can apply their

theoretical knowledge and demonstrate their learning through work. The internship program is 3 months. The remuneration is offered 5000 per month. Based on the performance of the student , sometimes students are offered full time employment.

#### Contractual:

To attain specific objectives the company sometimes hire contractual skilled employees. They are not regular as well as a permanent employee. The contract period entirely depends on the company. The period can be three months or even a year. Sometimes the company might extend the contract period based on the necessity of the company. Fulfillment of objective adds value to the employee's performance. Sometimes fixed remuneration is offered and sometimes incentive is offered based on the performance. Job nature varies based on the necessity.

#### Full-Time:

Under specific legal terms and conditions a full-time employee fulfills the objectives and responsibilities of the company. The normal working hours in 8. Sometimes working hours change when the whole department is under pressure. These full-time employees enjoy attractive salary packages annual leave, specific payment system, provident fund and compensation packages. They directly contribute to the company for fulfilling its vision. More Than 3000 employees are currently working in this company.

#### **Keeping Record of the Performances:**

To have a competitive advantage in the market the company always measures the performance of the employees. Comparison among each other makes the company competitive. Performances are monitored every quarter so that employees do fall short on their performance. The company follows some rules:

- Supervisor guides employees for improving their performance.
- Supervisor analyze and measure the performance of the employees
- To come to final decision actual performance is compared with the benchmark performance.

The company builds a motivated culture creating job satisfaction among the employees. The company explore more ways to encourage the employees and ensure proper allocation of appraisal.

### **Feedback to the employees:**

Continuous feedback improves the performance, mitigate errors and break off the barriers. Development and improvement of the performance is ensured through receiving feedbacks. Employees usually get feedback from their supervisor, subordinates, colleagues.

### **3.4 Findings:**

The company has been operating for a long period of time. In the engineering sector the company holds a good image both in private sector and public sector. Company also took some projects of the army. Some of the key observations during internship period are as follows:

#### **Absence of efficient personnel:**

Human resource department of the company is well developed. But still there is a room for improvement. This department still lacks efficient workforce. Lack of talented workforce sometimes bog down the work process. Pressures rises up when the recruitment starts and due to shortage of employee, slipshodness in works are often seen in other human resource related work.

#### **Positive workplace culture:**

All the departments are inter connected to each other. Employees communicate with each other for sake of work. All the supervisors, executives are supportive towards each other. Supporting each other automatically builds up a positive culture inside a company. It helps in the development employee and encourage positive culture.

#### **Lack of gamified online recruitment process:**

The company follows a traditional method of recruitment process. Other multinational companies follow online game for recruitment process. Online game can assess a person's ability to take pressure, decision making skills. This recruitment process can will make the recruitment process a lot easier and thus company might be able to find better candidate. Lack of gamified recruitment process makes hiring process dull for both recruiters and candidate. Decision making abilities are often neglected due to absence of gamified online recruitment process.

#### **Hiring employees through referencing:**

During employee recruitment if the employees are chosen dependent on inside referring, sometimes it brings inefficient professionals for which the effectiveness of the company plummets. Every company expects good performance from its employees and it is achievable if employee's productivity increases. Thus, if the referred employees give least output, the

productivity hampers the team work eventually lead to decline of the company reputation.

**Lack of work-life balance:**

Employees in this company works 8 hours every day. Sometimes it surpasses 8 hours of work.

Due to immense work pressure employees work even on Saturdays. Work life balance is hard to attain in this company since most of the project works needs to be finished in due time

**3.5 Recommendation:**

Nothing is perfect in this world. There is always room for improvement and development. In the era of sophisticated HR practices, development and improvement is a continuous process.

Continuity of improvement can lead to sustainable growth in department which eventually affect the overall productivity of the company. Productive company can fulfill its objectives, mission, vision earlier than anticipated. After observing all the aspects of HR section during my 3 months of internship, I came across some significant recommendations that might impact the company in positive manner. These are as follows:

1. Emotional intelligence framework can be put into HR practice. It will increase job satisfaction, mindfulness, productivity, engagement and reduce turnover, burnouts.
2. For more qualified applicant budget of salary should be increased.
3. Recreational activities, arrangement of picnics can increase engagements and emotional attachments among employees.
4. Diversification in employment should be encouraged.
5. External hiring should be practiced to attract more qualified employees.
6. New technologies must be used for smoother recruitment procedure.
7. Company should collaborate with universities to attract more talents. Company should recruit campus ambassadors so that they can be a bridge between company and the university.
8. Continuous mentoring program should be introduced so that employees do not feel low when their performance shortfalls.
9. The people of HR department and Admin department can be trained by the outside trainers so that they can deal with the employees of the company more effectively.

10. The steps which are not necessary in the recruitment and selection process can be eliminated in order to make the process more effective.

11. The time management should have to be improved in case of recruitment and selection process of the company.

12. Although the recruitment and selection process of Western Engineering (Pvt.) Ltd. maintains proper rules and regulations but still there exist some nepotism, biasness which should have to be avoided for the betterment of the organization.

13. This company can use some more varieties of external sources for recruitment and selection process such as campus recruiting, fairs arranged for jobs, employment agencies so that they could get wider range of employees from external sources.

14. Instead of using traditional ways for recruitment and selection, the company can use modern and digital tools and techniques for recruitment and selection process which will make the process more efficient.

### **3.6 Conclusion:**

In order to sum up I would like to say that, after practically getting involved in doing the jobs of recruitment and selection process, I could practically gain knowledge and learned this process in depth which was not possible through reading books only. In this report , I tried my best to elaborate the recruitment and selection process of Western Engineering (Pvt.) Ltd. While preparing the report I get to understand the similarities and dissimilarities between practical knowledge and theoretical knowledge. The recruitment and selection process of Western Engineering (Pvt.) Ltd. is quite organized, effective and efficient because they try to follow a structured process for making their process cost effective and efficient. So finally I can say that it was a wonderful experience for me to join this company as an intern and working here in HR department as a part of recruitment and selection team.

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