

Report On  
Recruitment & Selection Process of HA-MEEM GROUP

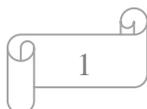
By  
Sumiya Mostafa Mim  
18104276

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

BRAC Business School  
BRAC University  
January, 2022

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## **Declaration**

It is hereby declared that,

1. The internship report submitted is my own original work while completing my 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 that has been accepted or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

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

**Sumiya Mostafa Mim**

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**Student Full Name**

Student ID: 18104276

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

**Zaheed Husein Mohammad Al-Din**

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**Supervisor Full Name**

Senior Lecturer, BBS Department

Institution: BRAC University

## **Letter of Transmittal**

Date: 28 January 2022

To

Mr. Zaheed Husein Mohammad Al-Din

Lecturer

BRAC Business School

BRAC University

Subject: Submission of Internship report on "Recruitment & Selection Process of HA-MEEM GROUP".

Dear Sir,

With due respect and humble submission, I would like to inform you that I am Sumiya Mostafa Mim of the BBA program. I am very happy to have had the opportunity to submit my internship report. I have prepared an internship report according to your instructions. The topic is " Recruitment and Selection Process of Ha-Meem Group". During preparing this internship report, I learned a few terms related to HR. I did my best to describe everything to make the report more informative and friendly. Let me know if any part of your assignment is off-topic and unrelated.

All in all, I would like to express my deepest gratitude to you for allocating this important area to HR and for your kind and generous leadership in the successful completion of this report.

Thanks, and Best Regards,

Sumiya Mostafa Mim

ID: 18104276

## **Non-Disclosure Agreement**

I was an intern in the Ha-Meem Group. I don't have any agreement between me and Ha-Meem Group.

## **Acknowledgment**

First of all, I would like to thank the Creator for giving me the strength, knowledge, ability, and opportunity to undertake and complete this study with patience and satisfaction. This fulfillment would not have been possible without the divine blessing of my Creator.

I would like to thank the Internships and Employment Committee for their leadership and effort in organizing a good program to match the learning of theory with the real world.

It is my pleasure to extend my heartfelt thanks and greetings to Zaheed Husein Mohammad Al-Din, Lecturer at BRAC Business School, BRAC University. Without his cooperation, I would not have been able to prepare a report with a good ending.

Thank you. Especially Ashiqur Rahman, GM (HR) of Ha-Meem Group gave me an internship opportunity.

I would also like to thank the entire HR department for their sincere assistance in preparing the report.

I would also like to express my gratitude to the employees of the HA-MEEM group for their sincere cooperation.

Finally, I would like to express our sincere thanks to all the teachers, friends and many others who helped with the preparation of the report.

## **Preface**

If institutional education can be effectively applied in practical fields, our education will benefit us. Therefore, we all need a practical education to apply our theoretical knowledge to the real world. With this importance in mind, each semester organizes the internship program required for Bachelor of Business Administration (BBA) students to fulfil their course requirements. Within the framework of this program, the subject of my research was "The Recruitment and Selection Process of the HA-MEEM GROUP".

I have done my best to conduct effective research by gathering up-to-date data. Even if you get an error, that's not really desirable. So please look at this with compassionate eyes.

## Executive Summary

The textile and apparel industry are the only source of booming economic growth in Bangladesh. Exports of textiles and clothing are the main source of foreign currency imports. According to Wikipedia, by 2002, apparel, ready-to-wear (RMG), and textile exports accounted for 77% of Bangladesh's total commodity exports. The World Bank estimated that Bangladesh's gross domestic product (GDP) was \$6.29 billion in 1972, and grew to \$173.82 billion in 2014, of which exports were \$31.2 billion, 82% of which was clothing. Bangladesh ranked second after China in apparel production in 2016. Bangladesh is the world's second-biggest exporter of Western fast-style brands. 60% of export contracts for Western brands are with European buyers and about 40% with US buyers. In Bangladesh there are only 5% of the textile mills are owned by foreign investors and most production is run by local investors. In fiscal 2016-17, the RMG industry generated US \$28.14 billion, accounting for 80.7% of total export revenue and 12.36% of GDP. The industry has also adopted ecological production methods. Ha-Meem Group is a leading wholesale clothing manufacturer in Bangladesh and around the world. The company produces some of the trendiest denim fabrics and apparel and owns one of the largest and most unique manufacturing facilities in Bangladesh. Today, Ha-Meem works with some of the world's largest fashion brands. With a 30-year history in the textile business, the company today has grown into a multi-stakeholder company including delivery, newspapers, and tea houses. The company was founded in 1984 by two entrepreneurs, Founded by A.K. Azad and Mr. Delwar aimed to break through the textile industry and transform Ha-Meem Group into Bangladesh's leading wholesale apparel manufacturer. Under their energetic leadership, Ha-Meem Group's business activities are growing day by day. So, we have become a pioneer in wholesale clothing in Bangladesh. The Ha-Meem Group is also well known for its wholesale apparel manufacturing in Europe and America. At present, Ha Meem Group has about 60,000 employees, 26 garment factories with 300 production lines, and 7 washing machines with the capacity to produce 7 million garments per month. They produce slasher dyeing and produce denim with rope is 4 million meters per month.

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# CHAPTER 1: OVERVIEW OF THE INTERNSHIP

## 1.1. Internship Information

### 1.1.1. Student Information

<b>Name</b>	Sumiya Mostafa Mim
<b>ID</b>	18104276
<b>Program</b>	Bachelor of Business Administration
<b>Major</b>	Human Resource Management

### 1.1.2. General Information

<b>Period</b>	3 Months
<b>Company Name</b>	Ha-Meem Group
<b>Division</b>	Human Resource Department
<b>Address</b>	Building, 387, Times Media Limited, Dhaka 1208.

### 1.1.3. Supervisor's Information

**Name** : Fardws Ahmed  
**Designation** : Assistant Manager (HR)  
**Email** : fardwshr@Ha-Meemgroup.com  
**Contact-No** : 01313712047

#### **1.1.4. Job Responsibilities**

Typical responsibilities of a Human Resources Intern include updating employee details with newly qualified candidates, assessing resumes, and scheduling appointments. My responsibilities in the Ha-Meem Group are as follows:

- Update the online system with newly hired employees' information, such as contact and employment forms.
- Obtain payroll information such as holidays, overtime pay, and banking information.
- Demonstrate resumes and supporting documents.
- Schedule and confirm candidate interviews; publish, modify, and discard job postings from job websites, job pages, and social networking sites; and prepare HR-related documentation as necessary (e.g., department training budget).
- Respond to questions about employee benefits (e.g., vacation days remaining)
- Digital format Or view and distribute company policies in hardcopy.
- Participate in corporate events and career work organization

## 1.2. Internship Outcomes

The internship program gives an intern the comprehensive hands-on experience you need to work in the real world. It also serves as a great training ground for developing the “professional skills” needed for future jobs.

### 1.2.1. Intern Contributes For The Company

Internship programs are generally very attractive to employers. Because it opens up new perspectives, creates a flow for new employees, and provides mentoring opportunities for existing employees. Interns can make a name for themselves on social media and contribute to the growth of the business. Develop the leadership qualities of current employees. Current staff members learn valuable leadership skills while mentoring and supervising interns. Interns employ more people than additional staff. Especially in today's 5-15 employee modular teams, newcomers offer new perspectives as well as distinctive strengths and skills that can disrupt the status quo. To maximize this benefit, include trainees in your brainstorming sessions. Interns are an inexpensive resource. Furthermore, despite their low salary requirements, they are the most active members of the workforce among all the employees. Undergraduate students learn cutting-edge strategies, methods, and techniques in their fields. Set up an internship that gives you direct access to the latest developments. What interns learn from you; you can learn from them too.

### 1.2.2. Benefits of this Internship Program

**Work Experience:** Occupational listings frequently include prerequisites such as education and minimal level job experience. If you are searching for a position for the very first time after graduating from university or completing a degree program, you may not have the necessary experience. An internship is an ideal way to fill this void. You can gain valuable information into how your company is doing in your chosen career by having meetings and completing assigned tasks in real-life situations.

**Research Experience:** A science intern, for example, could include laboratory research assistance. You can put your research skills to the test and make a significant contribution to valuable research being conducted in the laboratory. Some active research projects necessitate this type of post-training. Internships could help you decide what type of lab work you choose to do.

**Availability of Various Jobs and Divisions:** A few internships, such as laboratory research, may appoint you to a particular job each day, whereas other offices may give you access to people from many different departments and divisions. You can assist senior executives, participate in meetings, work on small ongoing projects, or oversee day-to-day office operations. If you have a B.A. in English, for instance, an

internship to gain knowledge of how each department operates in a publishing house can help you decide what type of job you want to get in the publishing world.

**Mentoring:** The most beneficial mentoring relationships almost always begin with personal relationships that enrich both the mentor and mentee's experience. Working as an intern allows you to meet prospective mentors and gain professional relationships.

### **1.2.3. Difficulties Faced**

Research sources were gathered from various desks and various Ha-Meem group documents. Although every effort has been made to conduct a comprehensive and well-organized study, still this study has several limitations which are written below:

- We have sensitive information for data collection purposes. Therefore, some data cannot be collected for reasons of confidentiality or administrative secrets.
- Because of the short time frame, only smaller amounts were considered, which does not provide an accurate picture.
- In many scenarios, up-to-date relevant data is not provided.

### **1.2.4. Recommendations**

- Ha-Meem groups should plan behavioral tests, academic achievement, and so on.
- Ha-Meem Group must provide orientation to all new workers.
- As a consequence, new workers can become acquainted with the organization's strategy, values, mission, and vision.
- It may appear to be kinship at times, but you must follow a completely transparent selection process.
- Because applicants in the Ha-Meem Group must be between the ages of 25 and 32, they must change jobs frequently. High-ranking positions in the Ha-Meem Group must be elected.
- When hiring for Ha-Meem Group, top management should be kept to a minimum.
- Ha-Meem Group must attend various job fairs.

## CHAPTER 2: ORGANIZATION PART

## 2.1. Company Overview

### 2.1.1. Ha-Meem Group at a glance

<b>Company Name</b>	<b>HA-MEEM GROUP</b>
<b>Company Address</b>	Building, 387, Times Media Limited, Dhaka 1208.
<b>Business Type</b>	Apparel Exporter & Manufacturer
<b>Legal Standing</b>	Private Limited Company
<b>Manufacturing Nature</b>	Woven, Denim, Washing Plant
<b>Export Percentage</b>	100%
<b>Total Land</b>	200000 Sft.
<b>Area Covered</b>	180000 Sft.
<b>Years of Commercial Manufacturing</b>	1992
<b>Years of Its establishment</b>	1984
<b>Number of Core Products</b>	300 production lines & 7 washing plants
<b>Lower limit Worker Age</b>	18 Years (Certified by a Medical Officer)
<b>Minimum Worker Wage</b>	BDT 5600
<b>Working Hour</b>	8 Hours a Day
<b>Trade Banks</b>	Standard Chartered Bank & Shahjalal Islami Bank Ltd.
<b>Annual Revenue</b>	550 million USD

## 2.1.2. Industries of Ha-Meem Group

### Woven

In six different locations, the Ha-Meem group owned 26 woven production plants with 300 assembly lines. To achieve their objectives, approximately 50,000 employees collaborate. Automatic trimmers and sophisticated machines are used on all lines to switch production among complex tops and bottoms, such as track pants, jeans, baggage, skirts, clothes, jackets, and women's clothing. The automatic cutting system ensured that the cutting process is as efficient as possible. Ha-Meem manufactures 70% of the bottom as well as 30% of the upper edge. The fabric is made up of 50% denim and 50% non-denim. All lines are kept at 2.5 AQL from the factory.



## Sweater



The Ha-Meem Group sweater facilities are located in Ashulia and Zirani and also include 400 Jacquard Stall machinery (Made in Germany) and two units with a monthly output of an estimated 400,000. They as of now manufacture sweaters for several global brands, including GAP, Aeon, Mango, NewYorker, H&M, and others.

## Laundry

The Ha-Meem group's washing factory has become one of the largest in Bangladesh. The first-class facility contains cutting-edge laundry facilities outfitted with the latest Italian machines to compete with a few of the finest laundry rooms in the world. Tonello and Bohemian dry process machines, 3D flexible shock absorber machinery, automatic vacuum folding, laser manufacturing, PP spraying, ozone clean-up, and a variety of other additives are available daily.



All washing machines have evaporation functions and the equipment required to perform all types of fashion laundry, such as hand brushing, whiskering (including 3D and laser whiskering), PP spraying, tearing, sanding, oven curing, repainting, tinting, and so on. Professional paint masters supervise the washing plant. This is a mini-lab equipped with a number of specialized machineries for generating preliminary samples. 7 washing plants with a combined capacity of 300,000 pieces each day.

### **Denim Mill**

The Ha-Meem group is dressed in denim. The factory has a capacity of more than 4 million meters every month. On Morisson machines, it has Picanol Loom, Open-end Spinning, Flat Finish, Wet processing, Sucker Muller Slasherdyers, and Wet Finishing procedures. Morrison's exceptional rope dye systems produce abundant pure indigo and other groundbreaking colors that really can bring value to an already impressive product line. Ha-Meem manufactures premium finishes using high-tech coating and mercerized infrastructure, centers, and coated finishes. Ha-Meem manufactures its yarns with its spinning mill with capabilities of 44 tonnes per day and has complete control over its own production. In both denim and weave, Ha-Meem appears to be going vertical. They currently are using their own denim fabrics in a variety of products for GAP, JCPenney, KOHL'S, PVH, and NEXT. In its own spinning mill, Ha-Meem generates 44 tonnes of yarn in a day.



### **Embroidery, Printing, and Accessories**



In 2012, embroidery, prints, and accessories were designed to strengthen the backyard bond. Our embroidery team is extremely skilled with Japanese Tajima and Chinese machinery. To meet all of your needs, we have 40 heads, including 40 heads and decorative sequin machines. Our efficient and environmentally screen-printing machine and table are personalized to print on weaving, twill and knitting, nylon, colorants, embossing, photo, rubber, and digital vaporization printing. We use an 8-head electric device, standard glass, and off-the-shelf ink. Table Oeko-Tex with flowers and chemical products has a quality guarantee of 100 percent and can produce 1.4 million pieces per month. Knitting loom

accessories, starch, jacquard, finishing looms, and other items are evolving at a rapid pace. At the same time, the Ha-Meem group seems to have its accessory straps, twill tapes, elastic bands, knobs, zippers, hangers, and numerous paper and woven labels that are manufactured and shipped overseas to Asia and European clients in accordance with Oekotex standards. To sustain DTM yarn dyeing, Drying-buckle preparation, able to print, and peaking at 8 million yards per month of narrow fabric and flex material, specific quality control is carried out. Swiss Muller furthermore manufactures Ha-Meem labels on cutting-edge machines capable of generating 3.5 million pieces per 30 days.

**Ancillary:**

1. Carton Factory
2. Poly Bag Industry
3. Embroidery Factory
4. Printing Factory
5. Label Factory
6. Jute Mill
7. Chemical Formulation Plant

**2.1.3. Name of the companies under Ha-Meem Group**

SL NO	Name Of The Companies
1	Apparel Gallery Limited
2	Artistic Design Limited
3	Bango Engineering Co. Limit
4	Creative collection Limited
5	Creative Wash Limited
6	Express label & embroidery Limited
7	Express Washing & Dyeing Limited
8	Ha-Meem Apparels Limited
9	Ha-Meem Design Limited
10	Modern washing & Dyeing Ind. Limited

11	Next Collection Limited
12	Nishat Central Project
13	Nishat Packaging and Printing Ind. Limited
14	Refat garments Limited
15	Refat Packaging & Printing Industries Limited
16	Sajid Embroidery & Printing
17	That's It Sweater Limited
18	That's It Garments Limited
19	That's It Knit Limited
20	That's It Sports Wear Limited
21	That's It Sports Wear Limited (Accessories Division)
22	The Daily Samakal
23	Channel 24

## 2.2. Samples & Designs

### Ha-Meem Design Studio



Ha-Meem has a creative and inventive design team that is led by experienced professionals from both domestically and overseas. They keep up with the current market trend and host seasonal conferences for buyers in the United States and Europe. Increased standardization with buyers' designers in order to meet

market trend lines. Design teams visit stores such as PV, Bread and Butter, Tex World, and others, as well as regularly browsing fashion sites such as W.G.S.N, searching publications, and collaborating with fabric providers to create the perfect product.

### Sample Section



Equipped with 500 machines that are capable of producing around 800 samples per day, the sampling section of Ha-Meem has a variety of state-of-the-art machines such as automatic cutters, Lectra & Garber CAD systems, positioning dummy, and specialized computerized basic pattern masters for each customer. Indeed, some of the technicians in the sample section have international certificates of conformity from companies such as KOHLS, GAP, JC PENNY, etc., and P.P. Technical solutions can be approved for sample demonstration.

## 2.2. Major Products of Ha-Meem Group



Ha-Meem Group's major products include the following. They are detailed below.

- Bottoms and tops of all kinds
- Critical Cargoes
- Jeans in High-Fashion Denim
- Un-wrinkle / Laser trimmed / 3D Whisker
- Shirts for Men
- Vintage Trousers
- Jackets / Outerwear

## 2.3. Buyers of Ha-Meem group

The biggest opportunities are available in the vast market outside of Bangladesh. The United Nations Commission for Trade and Development approximated that removing the MFA and tariff barriers by developed nations would increase clothing export earnings by 135 % and textile export earnings by 78 percent in a quota-free world. Ha-Meem Group is working with a few well buyers, including:

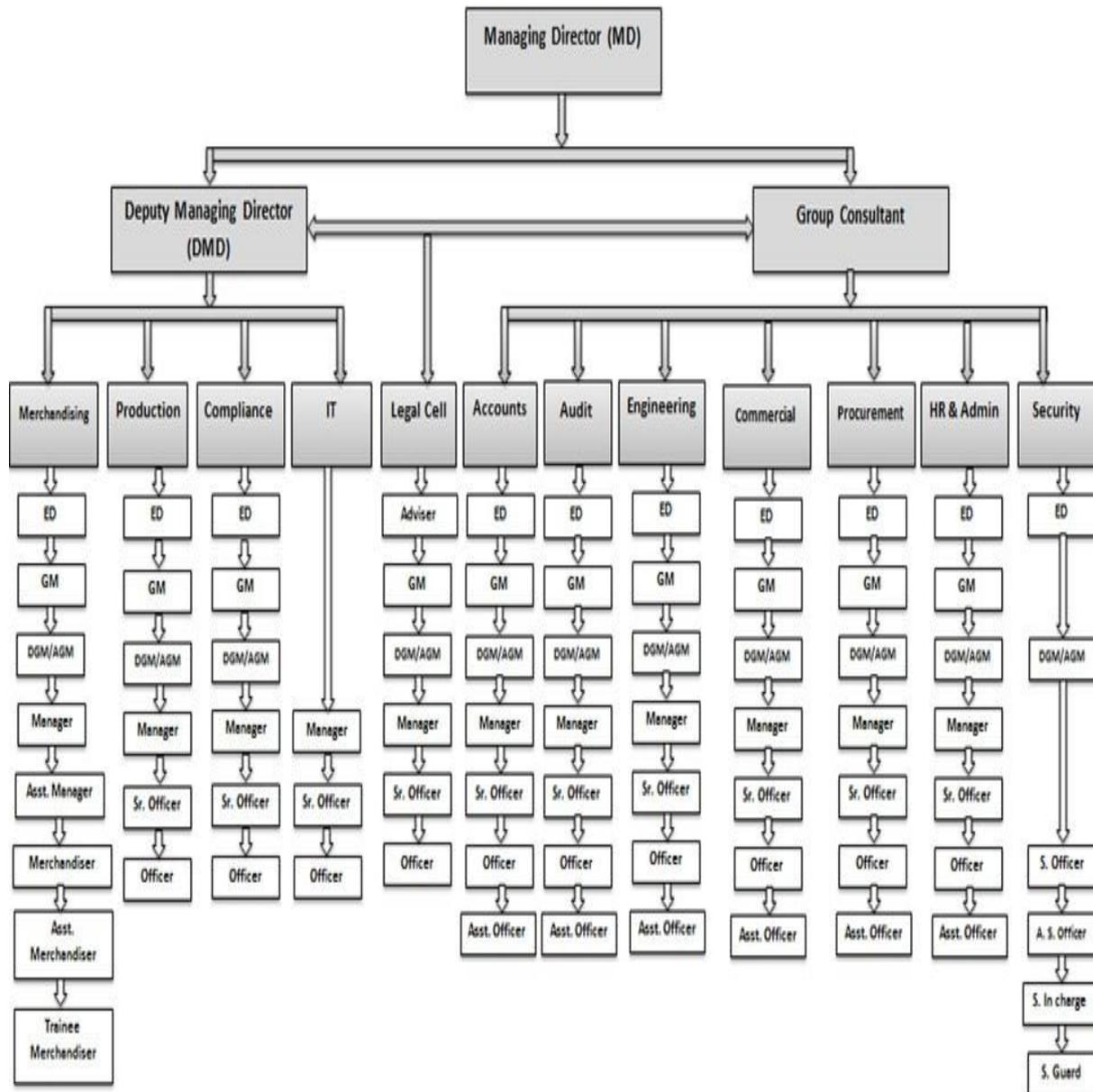


## 2.4. Ha-Meem Group Management System And HR

### 2.4.1. Activities of HR Department of Ha-Meem Group

The talented people of the Ha-Meem Group are growing by the day. Their HR department now has 25 employees. Now they want to raise that figure. HR is in charge of all manpower recruitment and selection. They also perform in wages and salaries, layoffs, promotions, and the Human resource information system department.

## 2.4.2. Organogram of Ha-Meem Group



### 2.4.3. Management of Ha-Meem Group

<b>Designation &amp; Department</b>	<b>Name</b>
<b>Managing Director</b>	A.K. Azad
<b>Deputy Managing Director</b>	Lt. Col. Md. Delwar Hossain (Retd.)
<b>Group Consultant</b>	A.R. Mondol
<b>Executive Director, Production</b>	Major Sunil Kumar Sarkar (Retd.)
<b>Executive Director, Compliance</b>	Major. Md. Khairul Bashar (Retd.)
<b>Executive Director, Commercial</b>	M. Mustaque Amin
<b>Executive Director, Procurement</b>	Brig. Gen. Farooque Ahmed Chowdhury (Retd.)
<b>Executive Director, Engineering</b>	A.K.M. Nazrul Islam
<b>Executive Director, Accounts</b>	Mohammed Hefzur Rahman
<b>Executive Director, Audit</b>	Md. Liaquat Hossain Chowdhury
<b>Executive Director, Security</b>	Lt. Col. Md. Habibur Rahman Khan (Retd.)
<b>Deputy General Manager, HR &amp; Admin</b>	Swapan Kumer Guha Magumder

### 2.5. Specialty Of Ha-Meem Group

This organization is clearly different from others for a number of reasons. They are as follows:

- Ha-Meem Group always delivers goods on time.
- Ha-Meem Group is very careful about the quality of its products.
- Ha-Meem Group has modern equipment to fulfill the contract.
- Ha-Meem Group has well-trained workers.
- The working conditions of Ha-Meem Group are good.
- The security system here is good enough.

- Ha-Meem Group very often focuses on educating their workforce and staff members so that Ha-Meem Group could indeed effortlessly adapt the new knowledge and training as efficiently as possible.

## **2.6. Ha-Meem Groups Corporate Social Responsibilities**

Recently, CSR is getting more and more attention in the business world, government policy, industry events, advertising space, and other parts of the world. The concept of CSR may have been officially introduced into the financial sector of Bangladesh in 2008. Since then, several industries have been involved in philanthropy. Ha-Meem Group, which has remained a responsible member of the society since its inception, has performed its social role as a company properly. However, Ha-Meem Group felt the need to carry out its social responsibilities more systematically, and ultimately became a tool for CSR activities centered on the company's specific programs.

Ha-Meem Group pursues corporate social responsibility in two ways: in accordance with its policies and indirect participation in certain programs. The Ha-Meem Group has taken a number of initiatives to promote more responsible business practices in order to meet its social, economic, environmental, and ethical obligations.

Here is an introduction to the social contribution activities of the Ha-Meem Group.

- Distribution of warm clothing/blankets to low-income and marginalized groups.
- Environmental protection.
- A range of environmentally friendly and sustainable measures to protect the environment.
- They provide financial supports for poor meritious students.

## **2.7. Mission of Ha-Meem Group**

- Provide quality products for clients.
- Deliver products at right time.
- Elimination of unemployment from our country.
- Remove poverty from the people of our country.
- Industrialization.

## **2.8. Vision of Ha-Meem Group**

The company's vision is to make the company the world's most trusted top-quality apparel company and through honest, efficient, and dedicated employees, they want to achieve market leadership through first-class and unique product quality.

## **2.9. Theoretical Aspects**

### **2.9.1. Recruitment is defined as**

The process of identifying and looking to attract qualified job candidates is known as recruitment. This process begins with the selection of new hires and concludes with the submission of applications. As a result, a recruitment pool is formed from which new workers are chosen.

### **2.9.2. Purposes & Importance of Recruitment**

The Recruitment's overarching goal is to get a pool of potentially qualified unemployed people. The precise goals are as follows:

- Merge with manpower strategy and job evaluation efforts to assess the organization's future requirements.
- Significantly raise the pool of applicants for open positions at a low cost.
- Decrease the number of obviously qualified or qualified applicants to help enhance the efficacy of the selection process.
- Reduces the likelihood of candidates leaving the company after only a short period after being accepted and chosen.
- Confirm with the group's political and regulatory obligations to its employees.
- Examine the efficacy of different recruitment services.

### **2.9.3. Influencing Factors in Recruitment**

Recruitment is influenced by a number of factors. They are detailed elsewhere here.

1. External factors
2. Internal factors

### **External Factors**

**Market dynamics:** The quantity of individuals both within and without the organization is a key factor in determining the selection process. When a company requires the most talent and the number of possible candidates is limited, the company must rely on internal resources to provide individually tailored training and development opportunities.

**Rate of unemployment:** Economic growth is now one of the variables impacting the accessibility of candidates. When companies fail to employ more people, there is an overabundance of skilled labor, which eventually leads to a fall.

**Jobs Market:** The organization's talent acquisition efforts are influenced by workplace conditions in the community in which it operates. Overpopulation, such as trying to post applications or notices on message boards or notice boards during the recruitment procedure.

**Political, social and legal environment:** other governments. Rules that prohibit discrimination in hiring and employment directly affect hiring practices.

**Competitors:** Competitor hiring policies also affect an organization's HR function. To resist competition, organizations often have to change their employment policies to match their competitors.

### **Internal Factors**

**Hiring process Strategy:** A company's recruitment policy serves as the foundation for trying to define its recruitment objectives and carrying out its recruitment program. This could include creating internal practices to implement talent acquisition systems and policies, such as filling positions with the most suitable individuals.

**Human Resource Planning:** An appropriate hr plan assists the organization in identifying gaps in its existing human resource base. It also aids in determining how many staff members will be decided to hire and what requirements will be required.

**Company Size:** The size of the company is indeed an important consideration in the recruiting process. If a company intends to expand its business operations and business, it will think about hiring more people to manage its operational processes.

**Cost:** Recruitment is expensive for employers, so for each candidate, organizations want to use recruitment sources that incur lower hiring costs in the organization.

## **2.10. Recruitment Policy Components**

- General organizational rules and terms of employment.
- Consultant Selection Systems.
- Recruiting temporary workers.
- Unique Recruitment Situation.
- Selection Process.

## **2.11. An organization's recruitment policy should be written in such a way that**

- They need to put their main focus on attracting the best potential people.
- They should treat each candidate and employee with respect and dignity.
- Fair Policy.
- Help and encourage employees to reach their full potential.
- Weight and age at the time of selection, taking into account factors that meet the requirements of the organization.
- Optimization of labor resources in selection.
- Identification of the competent authority for approval of each choice.

## **2.12. The Key Factors Which Are Affecting Recruitment Policy**

- Organizational goals.
- Human Resources Management strategy of Organizations and Competitors.
- The choicest Recruitment Source.

- Organizational Needs.
- Recruitment Costs and Financial Impact.

### **2.13. Main Objectives of The Recruitment Policy**

Tasks and goals are the same things. However, according Yoder, the primary goals of human resource policy are:

- Find and hire the best people for each job.
- Get the best and the most promising.
- Offers promising jobs and securities.
- Creates opportunities for career growth.
- reduces recruitment and training costs.
- To lessen partiality and fraud.

### **2.14. Recruiting Sources**

Whenever an organization requires a qualified person to replace a vacancy, he can come from both within and without the organization. Some businesses prefer to hire from within because it boosts team morale, devotion, and encouragement. Some organizations might choose to consider hiring outside employees to avoid inbreeding and to foster innovative thinking. There are two types of recruitment methods, which are mentioned below:

- Internal recruitment sources
- External recruitment sources.

#### **2.14.1. Internal Sources of Recruitment**

Internal sources include the company's existing staff or those who are already employed there. Whenever a vacancy arises, someone within the entire organization is either promoted or demoted to replace it.

**Promotions and Transfers:** Promotions and transfers are probably a pretty good method of recruitment that helps boost motivation and helps promote organizations in a variety of different ways, including rewarding brilliant individuals who are aspirational, remarkably low cost, and prove the highest forms of leadership.

**Staff Referral:** Referrals from other co-workers can be an excellent source of internal recruits. Employees have greater good prospects for family and friends by informing them about just the benefits of working with the company, offering referral cards, and trying to encourage applications.

**Previously Employed Persons:** Some retirees may wish to go back to part-time employment for their fellow workers.

**Pre-application:** Though perhaps not entirely internal, we have mailed to those who have already applied for the job, which is a rapid and low-cost way of filling unpredicted vacant positions.

### 2.14.2. External Sources of Recruitment

Organizations typically seek external sources for sub-positions. For positions in which existing employees cannot meet specifications; Diversify in new directions and merge with other organizations. External sources include:

**Advertising:** While recruiting new employees, all forms of advertisements are used today. Media coverage, trade, and specialized magazine articles, radio, and television seem to be the most frequent. Advertising has the capability to reach and try to engage a broad and diversified pool of qualified candidates, as well as a more highly specialized pool of candidates. The cost of an examination can be quite high.

**Public Recruitment Agency:** The primary purpose of the Public Recruitment Agency is to provide unemployment benefits. Advantages are only accessible in some states to people who have enrolled with federal govt recruitment companies.

**Private Employment Agencies:** Private recruitment agencies focus on providing outstanding service in the professional and technical areas. They keep files for both unemployed people and organizations seeking fresh employees. They provide a number of tests of professional interest and aptitude to better understand a candidate's capacity to fulfill a certain position.

**Walk-in, Write-in & Talk-ins:** Walk-in is a job seeker who comes to HR seeking employment. People who submit written requests write. Both groups are normally asked to fill out an application to identify their interests and talents. Used applications are stored in the active file until a legitimate opening happens or the app is too old to be viable (usually 6 months) (typically 6 months). Talk-ins are now growing more

prevalent and job applicants will have to meet with hiring managers for extensive discussions. Recruiters are not needed to apply.

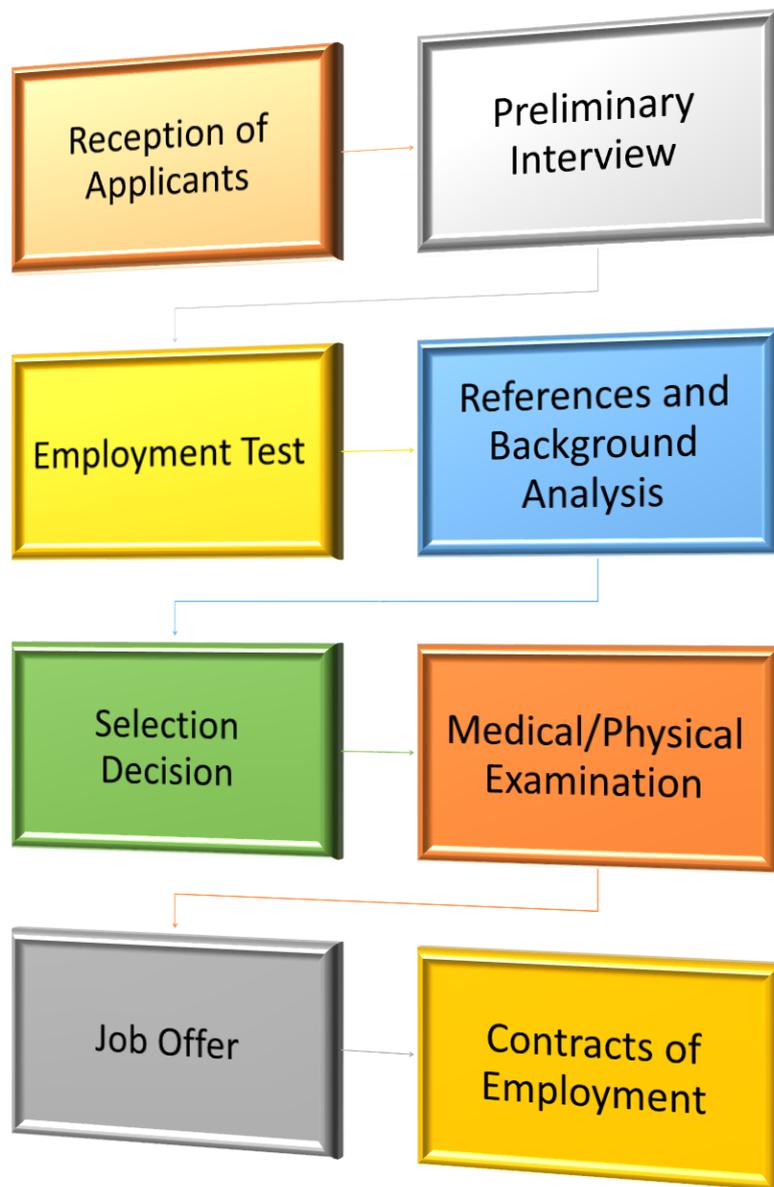
**Open House:** A very unique recruiting method is to arrange an open house day on business premises, dine, and possibly watch a movie about the firm.

**Online Recruitment:** Most businesses now conduct interviews online. Based on one survey, more than 4 million individuals a day depart to die in pursuit of a job on the Internet. Consequently, employers may utilize the internet to readily locate a job.

### **2.15. Definition of Selection**

Selection is the method of picking persons (among applications) having the appropriate credentials and competencies to fill openings in an organization. The detailed definition of selection: Selection refers to the process of choosing applicants to discover individuals who may be more likely to have success in a position.

## 2.16. Selection Process



### 2.16.1. Step By Step Process

**Reception of Applicants:** The receptionist withinside the workers branch is ready to supply details concerning about the firm and current employment activity opportunities and to aid with the formalities and paperwork.

**Preliminary Interview:** The interview session is such a questionnaire this is commonly intentional with the aid of using huge groups for nominating the potential recruits to be able to decrease the price of selection with the aid of using the corporate entity for nominating the potential recruits to be able to reduce the choice. The preliminary exam might be done verbally or orally and sometimes both. A ready representative from the HR department may also request replies from applicants on important items figuring out the eligibility of an application for activities, including aspect, age, income expectations, talents, education, qualifications, experience hobbies, choices, etc. “Courtesy interview” as it's far frequently known enables the branch to exhibit out, obvious misfits. If the branch shows the applicant appropriately, a specified software form is offered to him/her to complete and submit.

**Employment Test:** The firm picks individuals to obtain sure tasks are done with the help of utilizing them. So, it's far crucial to evaluate whether or not particular candidates despise the skills to carry out firms utilize employment examinations to be able to guarantee that all those exams are reputable & genuine. These examinations are presented below:

- **Aptitude tests:** Aptitude tests are used to assess a person's ability or capacity to research and carry out an activity. Some of the other often utilized examinations measure verbal potential in terms of numerical capacity and possibility, perceptual speed, spatial skill and possibility, and reasoning ability.
- **Psychological Test:** It attempts to rank personality attributes. Personality tests are meant to assess emotional stability, tolerance, interpersonal skills, habits, interests, maturity, and broad description and psychotic tendencies.
- **Psychomotor Test:** A neuropsychological or Psychomotor exam is used to assess a person's strength, agility, and coordination. A range of psychomotor skills may be tested, including finger dexterity, guide dexterity, forearm pace, and speed of arm movements.

Skills such as these are likely to be scrutinized when recruiting people to fill part-time positions.

- Yet if the applicant's bodily measurements are appropriate for the job.
- Is still the candidate's fitness appropriate for the job?

- Is the applicant suffering from any psychological issues that could impair performance or future attendance?
- Before working normally, it is required to determine if the candidate has a physical impairment.
- All pre-selected individuals must have a medical examination performed by a trained forensics expert. The requirements for a physical evaluation vary according to the nature and kind of employment. A high degree of health is suggested.

**Job Knowledge:** The general Job Knowledge Test is used to evaluate an applicant's job-related knowledge. This exam may be taken either written or verbally by asking a question.

**Interest Test:** The Interest Test is intended to examine how an individual's interests correspond to the interests of people who have achieved success in a certain field.

**Polygraph Test:** A polygraph test, often known as just a lie detector, is a device that records real effects on the body while the subject answers a series of questions.

**Analysis of References and Background Information:** Typically, the organization evaluated relationships and backgrounds in this stage. Following this analysis, the business may choose possible workers.

**Selection Decision:** When an applicant has successfully completed all of his or her stages, including verifications, he or she is regarded to have been temporarily selected for the position for which the selection criteria has been initiated.

**Medical / Physical Exam:** After passing all exams, the applicant should have completed the physical diagnosis. Assuming he succeeds, he/she may be picked for the role at that moment.

**Job Offering:** A letter of appointment is used to formalize a job offer. This letter often comprises information that authorized personnel is required to report in the course of their official obligations. Reporting to the appropriate person must be done within a reasonable time frame. This is particularly important if he is currently working, in which case the designated person may receive a replacement certificate from his previous company. Again, your new employer may compel you to relocate to another place, which would need extensive planning and relocation of your belongings. In this instance, upon hire, the assigned employee must get a replacement certificate from the prior company. Again, you may need to relocate to another place in order to get new work. This entails a significant amount of planning and property transfer.

**Employment Contracts:** The following are the features of employment agreements:

- Position or job description
- Responsibilities, including a specific word
- The dates on which the candidate's continuous job begins as the foundation for calculating duty.
- Payment rate, bonuses, overtime and over duty rates, and payment method
- Working hours, including meal breaks, compensation, and shift schedules
- Holiday preparations.
- Illness.
- The duration of the notice provided from and to the employee.
- Procedure for filing grievances.
- Disciplinary action is taken.
- Workplace regulations.
- Regulations for job termination at any moment.
- Regulations for union membership.
- Special provisions pertaining to copyright and design rights.

### **2.16.2. Conclusion of Selection Process**

Contrary to common assumption, the hiring process does not finish with the signing of an employment contract. There is one more sensitive step to take in order to comfort unselected prospects. These applicants should be told that they were not chosen because of significant problems in the organization. They must state that the selected individuals were picked entirely on the basis of their respective qualities.

### **2.16.3. Evaluation of Selection Program**

The quality of the workforce hired is the primary factor for the efficacy of the selection process. Employees in organizations must be skilled and motivated. Audit availability is the solution when the selection procedure is done appropriately. Audits should be carried out effectively by individuals working freely in the HR department.

## **2.17. SWOT Analysis**

### **Strengths of Ha-Meem Group**

Strength is an organization's driving power; by leveraging it, a company may gain a competitive edge. The company's existing strength is mentioned as follows:

- 550 million USD in revenue (woven, denim, sweater);

- 7 million units produced every month;
- 300 manufacturing lines and 7 washing facilities owned;
- Completely equipped within reverse linkage;
- Hong Kong and China obtaining workplaces;
- Enhanced business of Ha-Meem Group;
- Brand image with quality of texture and fabric production; and
- Solid material and monetary administration framework.

### **Weaknesses of Ha-Meem Group**

Weaknesses are a company's internal and pre-existing constraints that prevent it from having numerous comparative advantages. A few of the Ha-Meem group's weaknesses include:

- The status and rise of commodity prices;
- Lack of adequate compensation programs;
- Top management always puts pressure on bottom management.
- Totally dependent on foreign orders.
- Poor safety system for equipment;
- Low pay structure; and
- The inefficiency of poor governance.

### **Opportunities of Ha-Meem Group**

Features identified for the Ha-Meem group include:

- Consumer desire for new designs;
- Launching a product into a new market;
- Labor costs; and
- Cooperation with many educational institutions.

### **Threats of Ha-Meem Group**

Threats - External obstacles or barriers that prevent the company from achieving its goals. The main threats to this company are:

- The competitor has more developed distribution networks with many points of sale.
- Rapid obsolescence of technology;
- The rigidity of the labor market;
- Lack of qualified personnel;
- Political unrest or instability poses a threat to this company. and
- Strengthening control of foreign companies.

## CHAPTER 3: PROJECT PART

### **3.1. Background of the study**

Agriculture is a major contributor to Bangladesh's GDP. However, especially Bangladesh Apparel Sector (RMG) has now become the country's greatest source of international currency revenue, which is excellent news. The industry employs around 4.2 million people and contributes considerably to GDP. Bangladesh has become one of the world's poorest nations since its liberation in 1971. Due to the prejudiced attitudes and actions of the then-West Pakistani government, Bangladesh was also unable to establish big manufacturing firms when it was recognized as East Pakistan. As a result, the most difficult issue was reconstructing a nation decimated by low resources. The fully prepared sector (RMG), which is now Bangladesh's biggest export and import source, is significantly contributing to the country's economic recovery. This industry generates 83 percent of the country's overall export earnings. Currently, Ha-Meem Group is Bangladesh's biggest garment producer, with a favorable influence on the Bangladeshi economy.

People become human resources when their skills and abilities are developed to perform some productive activity that is beneficial to themselves and society. Management or managerial development in an organization occurs through the training, training, and development of employees. The need for effective human resource management is particularly evident in large organizations. Ha-Meem Group follows the most reliable and highly effective HR policies in recruiting, training, developing, motivating, and retaining excellent employees. The company has a human resource development and research department for internal human resource development. The academy has a specialized library, modern teaching aids, and a specialized faculty of other equipment. It is currently managed by the Human Resources and Human Resources Development and Research departments.

Employee recruitment process is an essential duty of HRM, which tries to maximize the potential of its workers to fulfill the company's strategic goals and objectives. The process of locating, identifying, rostering, and choosing qualified applicants for a certain post. The Recruitment and Selection process Policy is a document that gives instructions for how an organization's complete recruitment and selection process should be carried out. The policy plays an important role in hiring the most qualified candidates based on their hardworking attitude and the business goals that the organization intends to fulfill. The research was termed "Recruitment and Selection Process of Ha-Meem Group" due to its significance.

### **3.2. Objectives of the study**

- Broad Objective
- Specific Objective

## **Broad Objectives**

The overarching goals or broad objectives of this research are to examine, identify, and describe the Ha-Meem Group's recruiting and selection procedure.

## **Specific objectives**

- Investigate the many recruiting sources that Ha-Meem Group uses.
- Understanding the Ha-Meem Group's recruiting and selection procedure.
- Learn what respondents say about the recruiting and selection process at Ha-Meem Group.
- In order to provide some feasible suggestions for resolving the situation.

### **3.3. Significance of the study**

The recruiting and selection procedures of a business are critical to attracting effective personnel. This is significant since it influences the success of the company and has an impact on the overall success of the company. Each employee's contribution is critical to the long-term viability and growth of our company. As a result, it is critical to choose the correct individual for the position. The appropriate approach displays the company's skill and maturity in recruiting and employing the right personnel. An efficient procedure enables you to grow your talented individuals in a proactive manner in order to meet your mid-to-long-term business objectives.

### **3.4. Methodology of the Report**

#### **Design of Research**

This is a comprehensive report. Reports are generally done in two different data which are primary and secondary data types. This study described the Ha-Meem Group's recruiting and selection procedure.

#### **Types of The Data**

This study drew on both primary and secondary sources of information. The original data consisted of information that was directly seen or obtained. Secondary data is information that has previously been gathered and evaluated by others, and the findings are utilized in the next procedure.

## Sources of Data

I gathered the most essential material from original sources and also utilized secondary data sources. These sources are as follows:

**Primary Data Source:** Here is the information I gathered from primary sources:

- Using a questionnaire

**Secondary Source of Data:**

- Ha-Meem Group's official website. (<http://www.Ha-Meemgroup.net>)

## Analysis and Reporting of Data

Following the collection of the data, multiple ways are often employed to evaluate and clean of data. Technical help was more vital and irreplaceable along with the procedure. Tables and figures are used to show the findings. To organize, analyze, and prepare information, a variety of tools have been utilized. Following the collection of raw information, the data were analyzed and processed using several kinds of software applications such as MS Word and MS Excel. The whole chapter of the analysis is based on replies from 11 respondents who have been given questionnaires including their thoughts on the recruitment and selection process at Ha-Meem Group.

## Plan of Sampling

**Population:** A population is a group of individuals or organizations that have one or more common features and from which data may be gathered and evaluated.

**Units of measurement:** The survey's sample units included CEOs, executives, senior executives, executive officers, and ODs.

**Sampling Frame:** A "Sampling Frame" is a list of persons or households that have been chosen at random. This contains precise information which we can utilize to reach specific individuals. There were no well-formed sample frames discovered.

**Sampling process:** The non-stochastic sampling approach was adopted in this research.

**Size of the sample:** This sample size was made up of 11 workers from the Ha-Meem organization.

<b>Designation</b>	<b>No. of employees</b>
<b>ED</b>	1
<b>GM</b>	2
<b>Manager</b>	3
<b>Assistant Manager</b>	1
<b>Senior Officer</b>	1
<b>Officer</b>	22
<b>Total</b>	30

**Figure: Sample Size**

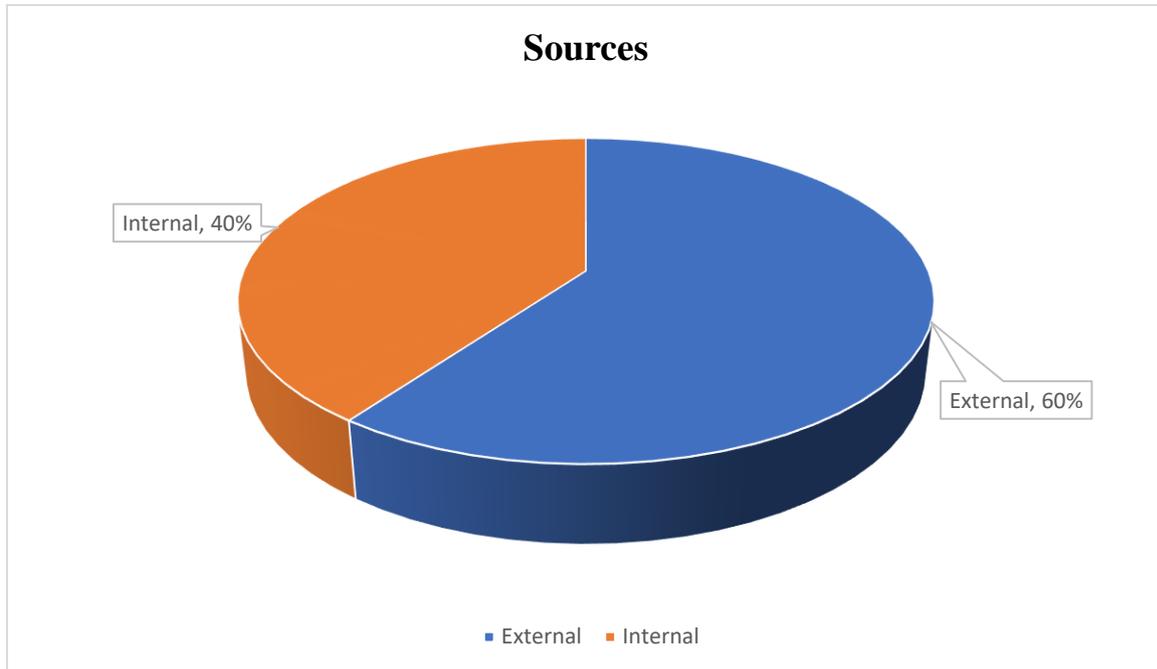
### **3.5. Limitations of the study**

Research sources were gathered from various desks and various Ha-Meem group documents. Although every effort has been made to conduct a comprehensive and well-organized study, still this study has several limitations which are written the below:

- We have sensitive information for data collection purposes. Therefore, some data cannot be collected for reasons of confidentiality or administrative secrets.
- Because of the limited time span, only tiny samples were evaluated, which does not provide an accurate picture.
- In many circumstances, current information is not made available.

### 3.6. Questionnaire Session

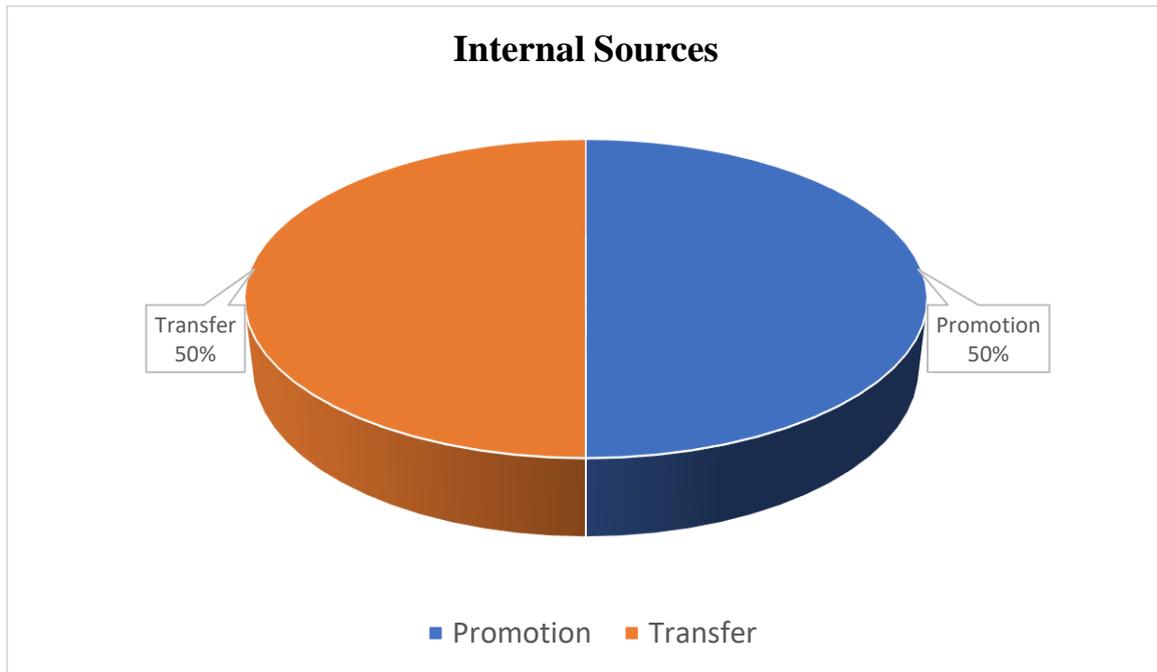
What kind of sources are utilized in the company for talent acquisition?



**Perception:** According to the given data, 40% of respondents cited internal sources, whereas 60% cited external ones.

**Remark:** Ha-Meem Group recruits personnel from both internal and external sources.

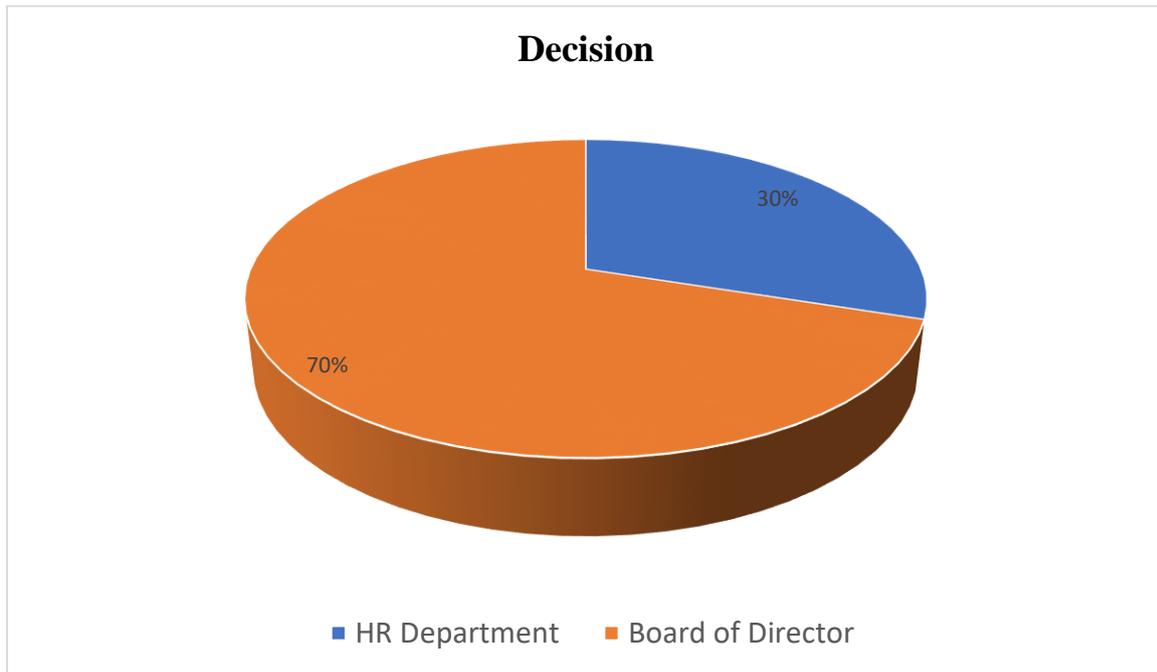
**Which internal sources are utilized in the company?**



**Perception:** According to the graph above, 50% of Ha-Meem Group workers indicated they were promoted, and 50% said they were transferred.

**Remark:** For internal recruiting, Ha-Meem Group employs both transfer and promotion procedures.

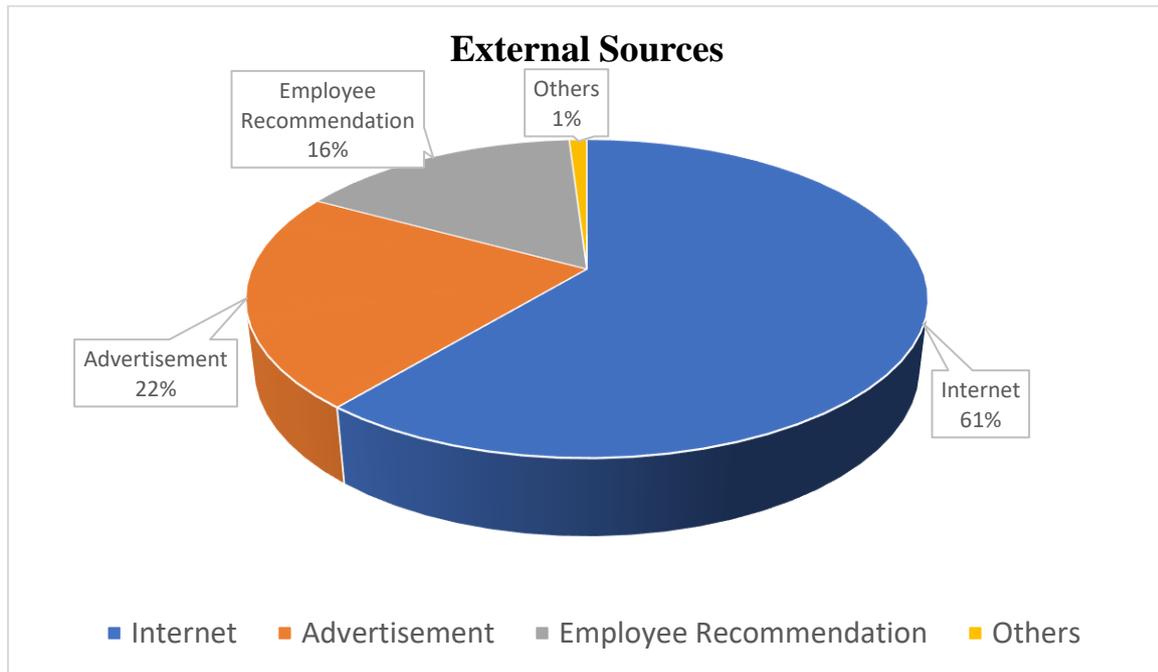
### Who interferes for internal recruitment?



**Perception:** In the figure above, 70% of the respondents said that Ha-Meem Group's board of directors interfered with the internal recruitment process, and 30% of the respondents said that the HR department interfered with the internal recruitment process.

**Remark:** The board has more influence over recruitment than the HR department.

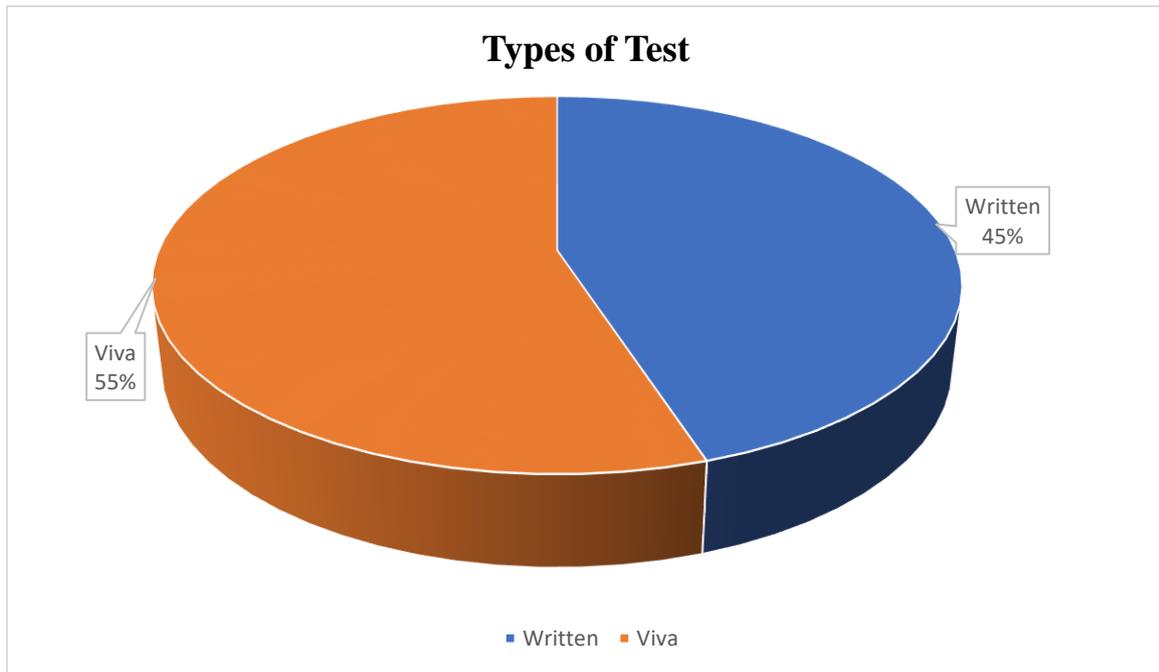
**Which external sources are utilized for hiring in the company?**



**Perception:** The graph above demonstrates that Ha-Meem Group hires workers via external sources like as advertisements (22%), staff recommendations (16%), and the website (61%).

**Remarks:** The Ha-Meem Group hires full-time and administrative employees via advertisement, employee recommendations, and internet recruiting.

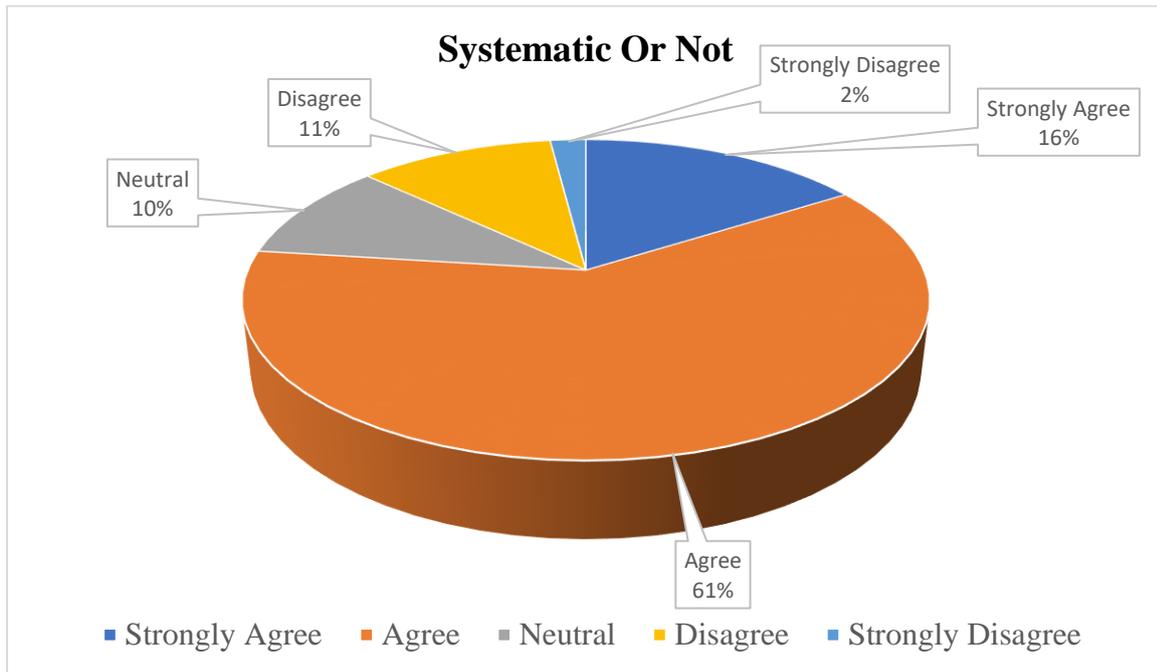
**What sorts of exams are employed at the Ha-Meem Group to recruit employees?**



**Perception:** In this case, 45% of participants indicated that Ha-Meem Group is using the written exam, and 55% said that they use Viva when recruiting staff.

**Remarks:** Ha-Meem Group hires via a written exam and a Viva test.

**Is your company's recruiting and selection process systematic?**



**Perception:** According to the graph above, 16 percent of those surveyed highly agree, 61 percent agree, 10 percent are neutral, 11 percent disagree, and 2 percent severely disagree.

**Remark:** This implies that Ha-Meem Group conducts its recruiting and selection process in an ordered and structured way, but also in a non - systematic sort of way at times.

### **3.6. Analysis and Findings**

#### **3.6.1. Ha-Meem Group's Recruitment Process**

The process of identifying and recruiting qualified individuals for open jobs is known as recruitment. Ha-Meem Group is constantly looking for the right individuals at the right place with the perfect combination of talents and resources. Because Ha-Meem Group believes that competent human resources are required to efficiently fulfill corporate objectives. Ha-Meem Group believes in equality regardless of skin color, area, ethnicity, age, country, origin, or any other criteria. The organization is continuously on the lookout for the top specialists to fill open positions. We constantly offer precedence to individuals who can concentrate on solving global issues while also fulfilling the company's vision, purpose, and objectives.

#### **3.6.2. Ha-Meem Group's Recruitment Policy**

To effectively achieve the organization's goals, Ha-Meem Group's pinnacle management has developed a "Recruitment Policy." There are a few tips in line with recruiting coverage. The following are some coverage hints:

- Ensure that the right people are in the right location.
- A combination of skills and assets is required.
- There will be no discrimination against the applicant based on gender, color, locality, ethnicity, age, national origin, or any other consideration.
- The company's policy adheres to local laws at all times.
- The function establishes adequate qualities for each role in advance, and the secrecy of HR recruiting coverage must be maintained.

#### **3.6.3. Ha-Meem Group's Recruitment Sources**

The Ha-Meem Group typically uses two sorts of recruiting sources. There are two types of sources:

- Internal.
- External.

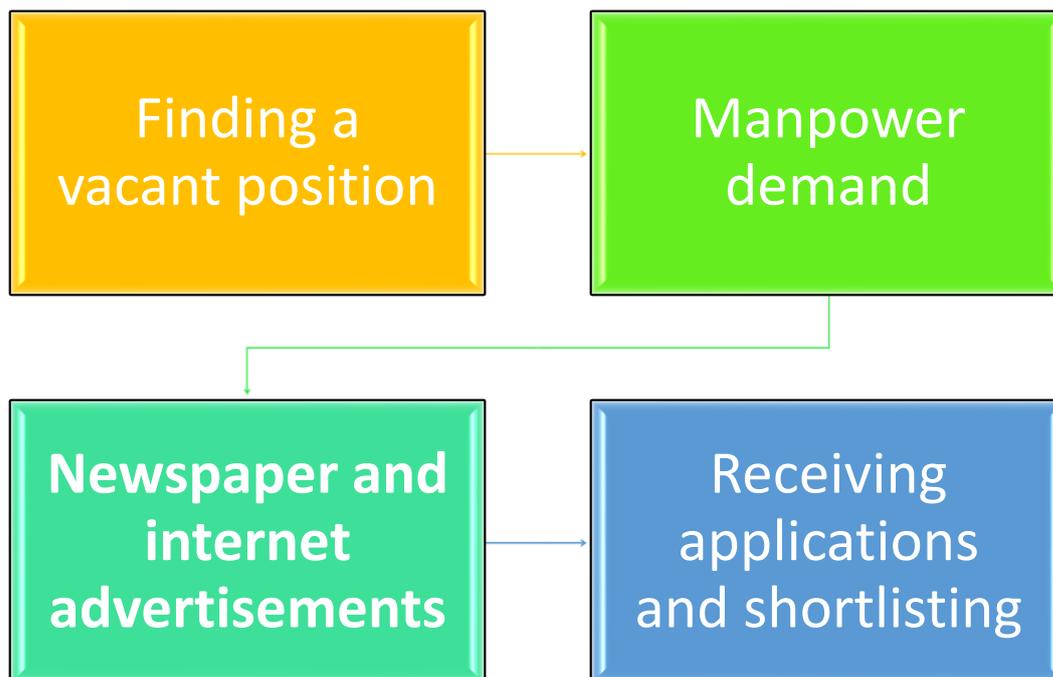
**Internal Sources of Ha-Meem Group:** First, people might be hired from inside the organization. In general, the administration wants to hire personnel in the following manner:

Hiring employees from inside a company is referred to as in-house sources. In other terms, we are seeking job searchers within the company's present employees. This selection procedure may take place in the following ways: promotions, transfers, and so on.

**External Sources of Ha-Meem Group:** Ha-Meem Group additionally employs certain external recruitment sources. Here's what it is:

- Publication of advertisements in daily newspapers (Daily Prothom Alo, Daily Star, The New Age, and so forth.)
- Advertisement on their website (www.Ha-Meemgroup.com)
- Staff Referral/Recommendation: A current or former employee refers someone to another.

#### 3.6.4. Steps in Recruitment at Ha-Meem Group



**Finding a vacant position:** Before hiring personnel for your company, you should look into the availability of openings. The Ha-Meem Group is divided into many departments. When a department wishes to hire someone from another department, it seeks an empty post first. If a position becomes available, go to the next level. Essentially, this is the initial stage in the employee recruiting process.

**Manpower demand:** The appropriate department's head submits the labor requirement together with the crucial data through the specified labor request, which is subsequently delivered to the HR department. When the department submits the personnel request to the management for approval and returns that to the division, Human Resources is the final resort. New appointees must be made within the parameters of an authorized personnel expenditure and must be authorized by the DGM.

**Newspaper and internet advertisements:** Ha-Meem Group constantly promotes job openings in national publications. It uses this instead of using widely circulated newspapers to deliver its content widely and efficiently. The Ha-Meem Group chooses daily publications in both Bangla and English. The position, type of the job, age limitations, academic qualifications, skills and experience necessary for the work, job and duties, projected compensation, employment location, and so on are all included in the announcement.

**Receiving applications and shortlisting:** Confident candidates obliged to submit their applications together with their cv, certifications, and other relevant papers within a particular time frame. The applicant's resumes are subsequently sent to the Human resources department.

### 3.6.5. Ha-Meem Group's Selection Of candidates



**Written Test:** After evaluating applications, Ha-Meem Group organizes a written examination for candidates. There are two kinds of question templates is designed: one for administrators and one for operational personnel. The written exam for executives includes mathematical formulas or problems connected to education (major topics), whereas operational personnel is exposed to broad understanding and basic education courses.

**Board Interview:** If an applicant qualifies for the written test, the Selection Panel will schedule an interview with the Management board. Board interviews are conducted by relevant HRM managers and senior workers, who ask candidates a few fundamental questions (related to important issues) and about the post for which they are seeking. Typically, board interviews are performed with senior personnel, and operations workers are questioned by senior department staff.

**Background Investigation:** Following an interview with the Board of Directors, the HR Department will investigate the chosen workers' careers, education, talents, and employment history. The HR department also inquiries about the employee's schooling and other pertinent information (e.g.: past work experience, skills, experience, training).

**Permanent Job Offer:** Following the completion of the full selection procedure based on certain selection criteria, the board of directors interview and background check are conducted in order to request a job.

### **3.6.6. Key Findings**

The following are major results about the procedure of recruitment and selection at Ha-Meem Group.

- The recruiting procedure at Ha-Meem Group is typically fair and open.
- Ha-Meem Group recruits via both internal and external means.
- Newspapers, as well as websites, are used to disseminate Ha-Meem Group recruiting materials.
- In the selection process, Ha-Meem Group's management adheres to standard protocols.
- Management is continuously looking for the best candidate.
- Candidates did not discriminate based on gender, race, age, country of origin, or any other characteristic.
- Senior executives of Ha-Meem Group are engaged in the recruiting and selection process.

### **3.7. Conclusion**

Ha-Meem Group has realized its ambition thanks to the aforementioned HR policies and adjustments to suggestions. The recruiting strategy of Ha-Meem Group generates needless delays. This necessitates a clear business emphasis on the HRM component, as well as the implementation of high-quality Hr processes that are incorporated into an organization's strategic plan. Employees are the most important asset for organizational growth, according to Ha-Meem Group's "Recruitment and Selection Process" research in Human Resources. The development of these precious resources is influenced by a variety of variables. The most crucial factor in this respect is the recruiting and selection procedure. A dynamic and effective recruiting and selection process are critical for boosting an organization's success. The Ha-Meem Group employs a staged recruiting and selection procedure. Outside of the framework of our contracts and rules, Ha-Meem Group Human Resources workers are required to make a significant contribution to the implementation and development of our organization.

### **3.8. Recommendation**

- Ha-Meem groups should plan behavioral exams, aptitude tests, and so on.
- Ha-Meem Group must provide orientation to all new workers. As a consequence, new workers may get acquainted with the organization's culture, values, goals, and vision.
- It may seem to be familiar at times, but you really should follow a very open recruiting process.
- Because candidates in the Ha-Meem Group must be between the ages of 25 and 32, they must change occupations regularly. High-ranking posts in the Ha-Meem Group must be elected.
- When recruiting for Ha-Meem Group, top management should be kept to a minimum.
- Ha-Meem Group must attend numerous employment fairs.

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