Report On

An Analysis of Recruitment & Selection Process of "STANDARD GROUP"

By

Mohammod Hasin Sakib

17304056

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
August, 2022

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at BRAC University.

2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.

3. The report does not contain material which has been accepted or submitted, for any other degree or diploma at a university or other institution.

4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Mohammod Hasin Sakib

_____

Student Full Name

Student ID: 17304056

Supervisor's Full Name & Signature:

Tanzin Khan

_____

Lecturer, BRAC Business School

BRAC University

Letter of Transmittal

Full name of Supervisor: Tanzin Khan

Designation: Lecturer

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Submission of Internship Report on "Recruitment & Selection Process of STANDARD GROUP".

Dear Ma'am,

This is my pleasure to display my entry level position provides details regarding "Recruitment & Selection Process of Standard Group", which I was appointed by your direction.
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 trust that the report will meet the desires.

Sincerely yours,

_____**Mohammod Hasin Sakib** _____

Student Full Name

Student ID: 17304056

BRAC Business School

BRAC University

August, 2022

Non-Disclosure Agreement

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

Acknowledgment

Working in this internship program has been an important part of my bachelor's degree since it allows me to gain real-life work experience while also learning about business corporate culture. First of all, I would like to gratitude for everything towards my organizational supervisor Md. Enamul Kabir Hasib who is the Assistant Org. Development Manager of HR department, Standard Group for thinking of me as a good fit for this company. I constantly worked under him and his instruction and supervision. I would not have been able to gain corporate culture with a satisfactory conclusion without his cooperation.

Secondly, it is with great pleasure that I express my warmest gratitude and greetings to my academic supervisor Tanzin Khan who is the Lecturer of BRAC Business School. Without her proper guidelines, I would not be able to make this report properly.

Last but not the least, I'd want to express my gratitude to the Internships and Employment Committee for their leadership and efforts in putting together a strong program that matched theory learning with real-world experience.

I would also like to thank the whole HR department of Standard Group for their excellent cooperation and assisting me, which makes me easier to make this report.

Finally, I would want to thank all of my teachers, friends and others who assist me in my entire university life.

Executive Summary

Standard Group is one of the largest garments manufacturing companies in Bangladesh with various customers in North America, Europe and Japan. It established in 1984. The company has grown significantly in size and customer base over the years. It has one of Bangladesh's largest woven textile factories, as well as a sweater factory. The company also has its own garment washing, printing, embroidery, apparel design, garment testing, and different accessory production facilities. Standard Group has one of the country's most extensive and technically advanced manufacturing systems. Their production lines make use of the most cutting-edge technologies on the market, which, along with their highly skilled crew, allows them to produce clothing of the greatest quality. At present, it is one of the most comprehensive garments manufacturers in Bangladesh with more than 24000 machines and 48000 employees.

I was assigned in the HR department as an intern. My key responsibilities were various HR functional activities like recruitment, payroll, performance & KPI, succession.

The report is divided into three sections. In first part, here I shared my overall experiences, learning, contributions and challenges that I had faced during the internship. In second part, I have described the overview of the organizations and try to cover all the functional areas. In last part, I have done my project part of recruitment and selection process.

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List of Acronyms:

HRM: Human Resources Management

RMG: Ready Made Garments

SG: Standard Group

CHAPTER 1: Overview of Internship

1.1. Student Information:

Name: Mohammod Hasin Sakib

ID: 17304056

Program: Bachelor of Business Administration

Major: Human Resource Management

1.2. Internship Information:

1.2.1. Period, Company Name, Department, Address

Period	2 months
Company Name	Standard Group
Department	Human Resource
Address	Civil Engineers Bhaban, 69, Mohakhali C/A, Dhaka, 1212.

1.2.2. Internship Company Supervisor's Information

Supervisor name: Md. Enamul Kabir Hasib

Designation: Asst. Org. Development Manager HR Department

Email: enamul.k@standard-group.com

1.2.3. Job Scope – Job Description/ Duties/ Responsibilities

Here I did typically HR intern activities. My responsibilities in Standard Group were:

- Input data of CV information in organization's own database.

- Identifying and marking those employees who will get incentives according their performances.

- Making evaluation form according to the templates.

- Entering new employee contact information, details and other information into company databases.

- Checking the payroll information of an employee such as attendance, overtimes, leave, holidays, receiving bonus or not etc.

- Confirming and scheduling Interviews with candidates.

- Examine resumes and application forms before making a hiring decision with recruitment officer.

- Dividing documents in various sections according to succession order.

- Carry out and assist any other responsibilities assigned by the supervisor.

1.3. Internship Outcomes:

1.3.1: Student's contribution to the company:

The internship program provides interns with the hands-on experience which they need to work in the real world. So I tried my best to contribute something for the organization.

- In the organization's database, there are almost 25000 CV information who drop their CV in different times. Among them, I had input 500 CV information in their database in this internship period.
- There were some pending work in payroll, succession, performance & KPI sections. I had done those pending works successfully.
- Whenever some new tasks had come, my supervisor informed me and I immediately complete the task.

1.3.2: Benefits to the students:

- **Work Experience:** The internship program is basically for gaining real work experience and perfect place for understanding corporate culture. Since I had not that much real life work experience, so internship is an idea way for me for gaining experience. Meetings and accomplishing assigned duties in real-life circumstances allow me to obtain vital insight into how my organization is performing in my chosen field. So I think work experience is the most important benefits for me as an intern.

- **Corporate Culture:** Before doing the internship, I had no idea about corporate culture. But now I have some short taste of corporate life, responsibilities, tasks management, ethical behavior etc.

- **Creating professional network:** Internships are a useful approach for me to broaden my professional network. Because the professionals I will encounter may be the most valuable link to my future careers, demonstrating curiosity, excitement, and willingness can assist professional contacts understand my potential. In this internship, I also met with some professional who can help professional matters in future.

- **Time management:** Before internship program I was not that much concern about time management and deadlines. During internship period, I was assigned so many tasks within the deadline. I tried my best to finish those tasks within the timeframe.

- **Good reference:** The supervisors and other professionals I met throughout my internship will be useful references for me as I seek a full-time position.

- **Learning from mistakes:** As I was a fresher, my mistake was normal. All works were not perfect according to their instructions. My supervisor and others were always there to guide and review my work. I took the feedback positively and worked according to their feedbacks. I also worked with my heart and soul to develop myself.

- **Developing skills and abilities:** During an internship, I understood about my own strengths and weaknesses. Now I can feel what my strong and weak point is.

- **Gaining confidence:** Internship is allowed me to put my academic knowledge to the test before entering the working world. After doing internship, I have gained some confident about my academic knowledge and also professional knowledge. It will help me in future when I will start professional career.

1.3.3. Problems/Difficulties/(faced during the internship period):

Although Standard Group has friendly working environment, co-operate mindset to the co-workers, but sometimes I faced some difficulties also. But I tried my best to overcome the difficult situation.

- **Sensitive information:** For data gathering purposes, we have sensitive information. As a result, some data cannot be obtained due to confidentiality or administrative secrets.
- **Non-cooperative co-workers:** Although the organization's co-workers and other staffs were very much helpful but sometimes they were not co-operate me in finishing my task on time. They might be very busy in other works. As a result I had to pending my task for them.

1.3.4. Recommendations (to the company on future internships):

- They should provide laptops or PC to the interns. Sometimes some works had to do by laptop or PC. But they did not provide me any laptop or PC. Rather they told me to do the task manually. I think if those tasks could be done by laptop or PC, it will be more easier for me to finish the task.

- Standard group should arrange orientation program for all new workers including interns.

- They should consider conducting behavioral testing. It predicts about how an employee goes about their work and gains their goals. It also predicts employee's performance.

- They should attend in several job fairs. It is important for a company because they can meet with some exceptional candidates; they can promote more about their brand value, they can communicate other candidates by face to face and also increase social networking with other companies.

CHAPTER 2: Organization Part

2.1. Overview of the Company:

In 1969, Engr. Mosharraf Hussain and Engr. Atiqur Rahman took their first move into the construction industry by establishing "The Civil Engineers Limited." The company left indelible imprints on some of Bangladesh's most iconic civil construction landmarks, including the Convocation Hall, Indoor Stadium, 500-Bed Hospital, Country's largest Power Plant, Telecast Station, Open University, Biman Bhaban, Diabetic Hospital, and others.

In 1984, the company joined the 100% export woven RMG industry and established itself as "Standard Garment Industries Ltd." The garments manufacturing factories are housed in their own luxurious facilities. Modern machineries and technology are used in the production of clothes for designing, grading, making markers, cutting fabrics, sewing, and finishing. All machines have been brought from the United States and Europe. Nowadays, the garment manufacturing industry employs the most people in the Standard Group (Company Profile).

Standard Group is now one of Bangladesh's biggest garments manufacturers. Standard Group now operates 20 woven factories, 03 sweater factories, 03 washing plants, 02 packaging plants and 01 accessory plant, as well as other backward linkage businesses. The company also has its own garment washing, printing, embroidery, apparel design, garment testing, and different accessory production facilities. This organization is showing the finest of their woven casual bottoms, also has a large sweater production facility as well as in-house garment washing, printing, embroidery, apparel design, garment testing, and accessory production capabilities. Their products are basically tops, bottoms, outerwear, sweaters, pullovers, cardigans etc.

Standard Group specializes in various types of woven and sweater products for men's, women's, boys', girls', and children's clothing (Company Profile).

They generate US $ 418 million per year and with an eye on Indian retail (Standard Group Profile and History). All garments items are exported to the United States, the United Kingdom, the European Union, Japan, and other countries. Aside from these, Standard Group operates in the fields of banking, insurance, and real estate, among others. They also have an university named 'International Standard University (ISU)'. Their factories are situated in Tejgaon, Kalshi (Mirpur), Savar, Ashulia, Hemayetpur, Gazipur.

Since its establishment, Standard Group has been running its company smoothly and contributing to the national economy and development; as a result, for business assistance and quality products, Standard Group has received numerous "National and Export Awards" at various times.

The corporate office is located in "Civil Engineers Bhaban" 69, Mohakhali Commercial Area, Dhaka, Bangladesh. At present, it is one of the most comprehensive garments manufacturers in Bangladesh with more than 24000 machines and 48000 employees (Standard Group).

2.1.1. Industries of Standard Group:

Nature of business:

Woven	Knit	Accessories	After Affects	Services

Bottom
Top
Active & Sports Wear
 Inner Wear
Overall
OuterWear
Woven
Accessories
	Sweaters
	Pullover
	Cardigans
	Knitted Vest &
	Tank Tops
		Carton
		Poly Bag
		Rib
		Belts
		Elastic
		Drawstring
		Elastic Draw
		Cord
		Gum Tape
		Cello Tape
		Belt Tape
		Twill Tape
		Paper Sticker
		Label
			Washing
			  * Dry Process
			  * Wet Process
			Dyeing
			Embroidery
			Printing
				Testing
				Laboratory
				  * Soft line testing
				  * Quality Assurance Testing
				
				Design House
				
				  * Creative Design
				
				Consultation
				
				* Art Development
				
				* Sample
				
				Development

Table 1: Nature of our business

Woven:

The Standard Group has owned 20 woven production factories with 300 assembly lines in several sites. Approximately 40,000 people work together to achieve their goals. All lines employ automatic trimmers and advanced machinery to alter production between complex tops and bottoms such as track trousers, garments, coats and women's clothing. The automatic cutting technology ensured the most efficient cutting process imaginable.

Figure 1: Our woven factory

Sweater:

The Standard Group sweater factories are located in Ashulia, Hemayetpur and Kalshi. They comprise 480 Jacquard Stall machinery which is made in Germany and also two units with a projected monthly output of 500,000. They export those sweaters maximum in winter most countries like European countries, USA, UK, Canada, Australia, Japan etc. Their buyers are mainly:

Abercrombie and Fitch, American Eagle Outfitters, Gap Inc., Gymboree, JC penny, Kohls, Lands' End, Sears USA, Tommy Hilfiger, Eddie Bauer, Next, TCP, Uniqlo, Brice, Black Berry, Colins, Baker Street, Hudson's Bay, Jacob, London Fog, Sears Canada, C&A, Celio, Esprit, George Clothing, Mark's & Spencer, Oxbow, Mexx, The Stadium, Tom Tailor & Others.

Figure 2: Our sweater factory

Accessories:

The Standard Group appears to have its accessory straps, twill tapes, carton, poly bags, cord, elastic bands, label, zippers and other paper and woven labels manufactured and export overseas to Asian and European clients in compliance. Specific quality control is carried out to support DTM yarn dyeing, Drying-buckle preparation and peaking at 6 million yards per month of narrow fabric and flex material. Standard Group also manufactures company labels on cutting-edge machinery capable of producing 5.5 million pieces per month.

Dyeing, Embroidery & Printing:

We have 32 heads total, including decorative sequin machines. Our eco-friendly screen printing machine and table can print on weaving, twill and knitting, nylon, embossing, picture, rubber, and digital vaporization printing. Knitting loom attachments, starch, jacquard, finishing looms, and other products are rapidly evolving.

Figure 3: Our dyeing factory

2.1.2. Major Clients of Standard Group:

Abercrombie and Fitch, American Eagle Outfitters, Gap Inc, Gymboree, JC penny, Kohls, Lands' End, Sears USA, Tommy Hilfiger, Eddie Bauer, Next, TCP, Uniqlo, Brice, Black Berry, Colins, Baker Street, Hudson's Bay, Jacob, London Fog, Sears Canada, C&A, Celio, Esprit, George Clothing, Mark's & Spencer, Oxbow, Mexx, The Stadium, Tom Tailor & Others.

Our Export Country Names are:

Majorly to USA, UK, EU & Japan. Then in addition Australia, Argentina, Austria, Belgium, Brazil, Canada, Chile, China, Columbia, Dubai, France, Germany, Greece, Guam, Hong Kong, Hungary, India, Indonesia, Ireland, Italy, Korea, Kuwait, Lebanon, Libya, Malaysia, Mexico, Morocco, Netherland, Norway, Panama, Peru, Philippine, Poland, Russia, Saudi Arab,

Singapore, South Africa, Spain, Sweden, Switzerland, Taiwan, Thailand, Turkey, Ukraine, Uruguay, Vietnam, etc.

2.1.3. Vision:

Standard Group is dedicated to realizing the founders' dreams and will continue to operate within their strong and dynamic ethical business beliefs in order to be recognized as one of the country's premier and most thriving enterprises.

2.1.4. Mission:

Standard Group is committed to working in collaboration with stakeholders to celebrate mutual progress, embrace new technology, set industry standards, and provide professional but personalized solutions that will result in the best possible outcomes for all. To provide the clothing retail market with quality, price competitive, and timely ready-made garments (RMG) produced under both socially and environmentally responsible conditions by employing poor people from Sirajgonj, Kazipur and the surrounding areas.

2.1.5. Goals of Standard Group:

Our goal at Standard Group is simple: to provide exceptional customer service while meeting our customers' needs in the fashion sector. We accomplish this by taking over tasks that interfere with a comfortable, relaxed lifestyle and collaborating with firms that have the best reputations for excellence. Every employee's devotion helps us achieve our objectives.

2.1.6. Policy of Standard Group:

All corporate employees must respect to the responsibilities and duties established by the management team while they are on the job. This includes:

- Maintaining attendance properly

- Maintaining confidentiality

- Maintaining proper dress code

- Maintaining proper working hours, overtime

- Taking care of working tools and products

- Maintain properly meal and prayer time, interval for rest

Apart from these policies, equal employment opportunity, ID badge, smoking, sexual harassment and other etiquettes are the part of the company policy. These policies mean that the management of the Standard Group not only values and acknowledges the relevant issues, but also advises and encourages to the employees to abide by the company's regulations and do so in a sincere and morally upright manner. Additionally, these policies show that Standard Group places a great value on morality, timeliness, a pleasant workplace and a successful corporate culture by upholding established guidelines and enforcing strong obedience (Company Profile).

2.2. Management Practices:

Every organization has its own management practice. Standard Group also has that practice. I am mentioning here about the management practices which they follow:

2.2.1. Leadership Style:

There are some types of leadership styles like autocratic, democratic, participative or laissez faire. Autocratic leadership is a management style in which one leader or member of the organization makes decisions on the company's behalf. This leadership style focuses on the leader's commands, and followers must strictly adhere to them. However, in participative style leaders with a participatory approach give little or no direction to group members and allow them to make their own decisions. This approach is totally easygoing autonomous effort. It is also referred to as Laissez Faire and is less effective than the other two. Standard Group keeps faith on democratic leadership style. In team meetings, everyone's thoughts are heard. In team meetings, everyone expresses themselves. Silent team members are particularly solicited for their thoughts to ensure that all points of view are heard. Leaders carefully listen all the opinions and suggestions of team members before making decisions. According to the decisions of all, directors and managers make plans of operations. All the directors and managers specially in HR department called meeting at least twice in a week (Becker, 2021).

Below I am sharing our Board of Directors who are continuously contributing in the management to achieve the goal of organization.

Board of Directors	
Engr. Atiqur Rahman	Chairman
Engr. Mosharraf Hussain	Managing Director
M. Tofazzal Ali	Executive Director
H.T.M Quader Newaz	Director
Hasnat Mosharraf	Director
Faheem Mosharraf	Director
Hasib Mosharraf	Director

Table 2: Our Board of Directors

2.2.2. Recruitment and Selection Process:

Recruitment is the process of identifying and attracting competent job candidates. This

procedure begins with the hiring of new employees and ends with the submission of applications.

As a result, a recruiting pool is developed from which new employees are selected.

When an organization needs a suitable person to fill a vacancy, he can come from both inside

and outside the organization. Some organizations prefer to hire from inside because it improves

team morale, dedication and motivation. Some organizations may decide to hire outside workers

to avoid inbreeding and to stimulate fresh thinking (Eric St-Jean, 2020).

2.2.2.1. Factors that are influencing in Recruitment:

There are 2 types of factors. The details are discussed below:

(1) Internal Factors, (2) External Factors.

Internal Factors:

(i) Recruitment Policy: The organization's recruitment strategy which includes both internal and external hiring has an impact on the hiring procedure. The recruitment objectives of an organization are outlined in its recruitment policy, which also offers a framework for putting its recruitment program into action. The development of an organizational framework for conducting recruitment procedures and programs by filling open positions with the most qualified candidates may be involved.

Factors that are Influencing the Recruitment Policy:

- Goals of the organization.
- Organizational requirement.
- Organizational and rival competitors' personnel policies.
- Financial effects and recruitment expenses.

(ii) Human Resource Planning: Determining the gaps in the organization's existing workforce is made easier with the use of effective human resource planning. It aids in figuring out how many personnel need to be hired as well as the qualifications they need to have.

(iii) Organization Size: The size of the organization also impacts in the recruitment process. The company will consider recruiting more staff to handle its operations if it intends to increase operations and grow its business.

(iv) Costs: Employers deserve costs during the recruitment process, thus they look for sources of recruitment that would result in a lower cost of hiring for the company overall for each candidate.

External Factors:

(i) Demand: The availability of labor both inside and outside the business is a crucial factor in the hiring process. The corporation will be forced to rely on internal resources by offering them specialized training and development programs if there is a need for more experts from the company and a limited supply of those individuals on the market.

(ii) Market of Labor: The organization's recruitment attempts will be influenced by the employment circumstances in the area where it is based. When the company hire, even informal methods like posting the job requirement on notice boards or announcing it in a meeting etc. will draw in more than enough candidates if there is a surplus of labor.

(iii) Rate of Unemployment: The increase of the economy is one aspect that affects the number of candidates available. There is frequently an excess of skilled labor when the organization is not adding new employees, which causes unemployment.

(iv) Competitors: Competitor organizations' hiring practices also have an impact on how organizations handle hiring. Organizations frequently need to modify their hiring practices to match those of their rivals in order to stay competitive (El-hadidi, 2015).

2.2.2.2. Methods of Recruitment:

There are 2 types of recruitment methods which are followed by the Standard Group:

(1) Internal recruitment methods, (2) External recruitment methods

i) Internal recruitment methods:

Internal sources include current or former employees of the company. When a vacancy occurs, someone from the entire organization is either promoted or demoted to fill it.

- **Transfers or Promotions:** Promotions and transfers are probably a really good strategy of recruitment that helps raise motivation and promote organizations in a variety of ways. Whenever an or more employees are transferred or get promotion, then the company need new employees to fill the position. Sometimes the employees who are very active or very much ambitious about his or her job then the company might consider about new recruitment.

- **Employee Recommendation:** Recommendation from co-workers can be a great source of internal recruits. Organization's employees can increase their chances for family and friends by teaching them about the benefits of working for the company, providing reference cards, and encouraging applications. Sometimes the employers referred their relatives, brothers, sisters to join the company when vacancy is available.

ii) External recruitment methods:

Organizations are hired employees by using external methods maximum time. External sources include:

- **Advertising:** When the organization recruits new employees, they advertise their vacancy in newspaper advertisements, social media advertisements (Facebook, LinkedIn), Bdjobs etc.

- **Pre-Application:** After seeing vacancy post, many candidates submit their application with CV in our organization.

- **Online recruitment:** During the covid pandemic, the company recruited their employees by online. Those candidates who were written their application for Standard Group, later they were conducting in online walk-in interview sessions (Goldberg, 2020).

Sales Executive

STANDARD GROUP

Job Context

We are looking for some dynamic sales people for the above position for our `Clothing Retail Stores`

Job Description / Responsibility

- Dealings with customers & selling products;
- Listening to customer requirements and presenting appropriately to make sale;
- Ensure customer's satisfaction & resolve customer's complains;
- Provide accurate information of the product;
- Ensure the quantities of goods on display and in stock;
- Responsible for housekeeping of the shop.

Job Nature

Full-time

Educational Requirements

HSC/ BA/ Equivalents

Experience Requirements

- At least 1 year(s)

Job Requirements

- Age 18 to 30 year(s)
- Should have experience in the relevant field;
- Should be proactive and possess good analytical skills;
- Should be soft spoken.

Job Location

Dhaka Division

Salary Range

Negotiable

Figure 4: Example of our job vacancy/advertisement.

Selection is the process of choosing candidates from among the shortlisted candidates and presenting them with a job in the company. Selection means the placement of the right person in the right job. The entire process of selection is briefly discussed below:

Step by step the selection process:

- **Accepting Candidate's Applications:** Firstly, those candidates who are eligible, they submit their cv or resume to the company. They submit it by email or HR or physically.

- **Initiatory meeting:** This may also call the introductory meeting. In this meeting or interview the company unofficially introduce with the candidates. This interview is designed with a very basic manner. This interview gives the idea to the company that a candidate is suitable or not for a vacancy. The initiatory test is done by orally. A representative from the HR department may also require responses from applicants on vital elements determining an application's eligibility for activities such as aspect, age, salary expectations, abilities, skills, education, credentials, knowledge etc.

- **Candidate tests:** It is very important for a company for hiring any employees with their knowledge, qualities and abilities. After selecting candidates for interview, they take some tests of the candidates such as written tests, computer tests and so on.

  - ➤ **Written test:** It is mainly for the testing of the academic knowledge of a candidate. This test is to understand how much the candidates think about the position they have applied for and how much they have practical idea about it. If the candidates pass this test, then they are selected for the next tests.

  - ➤ **Computer test:** Here the company mainly tests about the knowledge of computer of a candidate. If they have no idea about hoe the computer works, immediately

they are disqualified. Sometimes the company gives an opportunity to a candidate to learn computer for a while and then sit for the computer test again.

- **Employment Interview:** Here comes the main interview part. If a candidate passes in written and other tests, then the candidate is sit for an interview. Here HR managers and recruitment officer take the interview. Here the officials discuss about the job and its position in detail and in depth. They also see the candidate's skills and abilities. The main purpose of this interview is to give him or her idea about employment profile and what the company wants from him or her in the future. This employment interview is very much vital for selecting the appropriate candidates for the appropriate positions.

- **Reference Checking:** Those who offers the reference of a ability worker is likewise a completely essential supply of statistics. The referee can offer data approximately the character's capabilities, enjoy with inside the preceding groups and management and managerial skills. The facts might checked via way of means of the referee is supposed to stored exclusive with the HR department.

- **Medical Examination:** After passing all the tests, a candidate should have gone for medical tests. Medical tests ensure that the candidate is physically and mentally fit for the job or not. And also ensure whether they are adequately prepared to take the tasks of their work.

- **Final Selection:** This is the ultimate and final phase of the selection procedure. After successfully passing all written tests, interviews and medical exams, the appointment letter is sent to the employee by the company. All the details are mentioned in the appointment letter such as total working duration, salary, bonus, duties and responsibilities, leave policies and so on. Candidates are given some conditions and

contracts employed with the prospect that they will be hired permanently if their performance is appeasement satisfactory (Selection Process).

2.2.3. The Compensation System: Compensation is the remuneration that an employee receives in exchange for his or her contributions to the organization. It is essentially the company's reward for great commitment, labor, and service to the firm. Compensation management is an essential component of human resource management since it aids in employee motivation and organizational effectiveness. My company Standard Group gives those compensations to the employees-

- Fixed monthly salary
- Weekly holiday (Friday)
- Transport service
- Lunch
- 2 festival bonuses
- Overtime bonus
- Yearly salary review
- 3 month maternity leave
- Attendance bonus

2.2.4. The Training and Development initiatives: Training and development is the ongoing process of improving skills, gaining knowledge, clarifying concepts, and changing attitudes

through organized and planned education, with the goal of increasing employee productivity and performance. Standard Group has different kinds of training and developments activities for employees:

- **Organizing Session With Experts:** The organization arrange various training session of different segments. Each and every department arrange this training session at least twice in month. As a result new employees can understand properly with their jobs and also they become skillful their work. Also old employers can develop themselves. Apart from this, there is also a system to train everyone separately in the work.

- **Online Training Session:** During pandemic, we were moved online activities from physically work and started 'Work from Home'. As a result, many of us could not properly switch into online works. Because of this online office is a completely new experience for many employees, the organization organized some online training session to provide guidance and improve proficiency.

2.2.5. Performance Appraisal System: Performance appraisals are used in all organizations to determine which individuals have contributed the most to the company's growth, to monitor progress, and to recognize high-achieving employees. Behaviorally anchored rating scales, or BARS, are currently a widely used methodology by businesses to measure the performance of their employees against a specified or predefined set of behavior traits that are tied to a certain numeric value or rating on a scale of 1-5. Standard Group follows this method.

Employees are evaluated based on each performance element by comparing their work behavior to particular behavioral examples that correspond to each performance level. Furthermore, at the conclusion of the year, the manager or supervisor grades each employee based on a 360-degree appraisal of factors. Management decides on promotions and wage increases based on this grade (Reinbolt).

2.3. Marketing Practices: I am summarizing the activities of the whole marketing department of Standard Group-

2.3.1. Marketing Strategy: Standard Group follow the below marketing strategies-

- Create a marketing plan.
- Create buyer individually.
- Identifying goals.
- Choosing the proper tools.
- Auditing and planning media campaigns
- Making it a reality.
- Increasing market share year after year.

2.3.2. Target Customers, targeting and positioning strategy:

Target customers: Our organization's target customers are mainly middle age people like 20-50 years people, though we produce for all age of people.

Targeting: Targeting is the method by which an organization divides the segmentation group (Economy, age, gender, geographical region, psychographic) into smaller groups. We have regular buyers those buy products from us. But we targeting male, female all age group of people.

Positioning: The position of a product or service in the marketplace and in the thoughts of customers is referred to as positioning. It refers to where the product or service stands in the marketplace and in the minds of customers. Standard Group is one of largest garments manufacturing company is Bangladesh. So the buyers can easily keep trust to us with our good quality products and services.

2.3.3. Marketing Channels: Marketers employ marketing channels to connect a manufacturer or firm with a group of potential clients. Professionals can use a variety of channels to manage sales and establish a successful marketing plan for their company.

Standard Group follows direct marketing channels where a professional communication is held with potential customers or buyers with the company directly. The buyers are ordered their products and our organization made those products according to their criteria. Then the buyers directly take it from the company.

2.3.4. Branding Activities: Marketing may influence a person to purchase a product, but branding determines whether or not that person will become a devoted client. Marketing is a push tactic, but branding is a pull tactic that is more strategic. In reality, branding makes buyer marketing easier and more acceptable. People in this era are brand-conscious and cautious when purchasing any product, specially the buyers of garments products. They want high-quality things they can rely on. People will remember a company that provides excellent products and services and has a strong brand identity. They will also frequently recommend that company to others. For the excellent quality products of Standard Group, the buyers are always interested to buy their delivers from them.

2.3.5. Advertising and Promotion Strategies: Advertising is a marketing approach for promoting any type of product or service to the customers. Advertisements are the term used to describe promotional messaging. The purpose of advertising is to reach out to individuals with information about a product or service in order to build a possible customer relationship. One of the goals of advertising is to keep customers informed about current trends and to build client demand. Some advertising and promotion strategies of Standard Group are mentioned below:

- Newspapers and magazines are an inexpensive yet effective tool to spread the word about all types of fashion and services. They give news about their products in those mediums.
- We usually see celebrities wearing top of the line fashion labels or works of art. This gives them the opportunity to promote their new season brand products and introduce their style brands to the general public. As a result buyers are also very much impressive

and interested to buy products from them. This is also good way to promote their products.

- They have their own website, Facebook page, Linkedin account. They also create advertising and promote their brands from these. Many people follow their accounts, pages and their websites. As a result, their advertising and promotion is going great.

2.3.6. Critical Marketing Issues: I identified that Standard Group regarded themselves as the creative component of the business team for years, with little regard for the full financial implications of each marketing move. They may consider sales volume, market share, brand image, or customer voice, but they frequently overlook analyses of the effects of their marketing and sales efforts on operational costs, employee costs, inventory management costs, R&D costs, legal costs, and so on, and how all of this combines to form a true understanding of the comprehensive effects of marketing activities.

And another thing that although most marketers are aware of the core buyer decision process (the identification, development, and satisfaction of requirements or desires), many are unaware of the inputs, activities, and influencers of their target audience's decision processes. Marketers have a tendency to make judgments as if they were the customers, even if the customers are likely to be very different from them.

2.4. Operations Management and Information System Practices:

Operations management is a branch of business dealing with the management of business practices in order to increase efficiency inside a company. It entails planning, coordinating, and managing the organization's procedures in order to generate the best feasible operating profit by balancing revenues and costs. It is also concerned with efficiently transforming materials and labor into goods and services in order to maximize an organization's profit.

Standard Group takes orders from the buyers. Buyers meet with the operations manager and discuss about the production order, if the company can deliver the order within time or not. They also discuss about product quality and other features. After receiving the order, the operation management department transfers the order to the production sector. Then the production manager gives instruction about the whole order to his employees. The entire systems are noted down to the company's record book and according to this the overall cost are made. From the production house to the buyer all things are happened the operation team.

Our organizations use some software which is used in the company operating purpose.

Name	Purpose of use	Payment method
MySQL	It is used for keeping records and data of each and every employee and also all management things.	It is free for all and open source.
XAMPP	It is used for supporting SQLite databases, among other	It is free for all and open source.

	databases.	
W3Schools	Same as MySQL and alternative of MySQL.	It is free for all and open source.
Microsoft Outlook	Emailing purpose, managing calendar, task managing, tracking tasks, and sharing information.	Free service by Microsoft.

Table 3: Our information system

2.5. Industry and Competitive Analysis:

Bangladesh's garment industry is the country's most important industry. The ready-made garment (RMG) segment accounts for a large portion of the garment industry. From 2002 to 2012, the RMG sector grew at a rate of 55 percent. In 2005, the RMG business was the country's only multibillion-dollar manufacturing and export industry. Bangladesh's export revenues reached $3.2 billion in December 2015, a new high for the country. The garment business was responsible for 83 percent of the total income. The garment and textile industry generates roughly $19 billion in annual exports. This equates to 20% of the country's GDP (About Garment Industry of Bangladesh).

I am investigating the industry competitiveness of the organization with the help of Porter's Five Forces and SWOT analysis.

2.5.1. Porter's Five Forces Analysis:

Porter's Five Forces is a framework which designed to determine the profitability of a market or market segment, as well as its attractiveness. According to Porter's theory, five competing forces determine the desirability of a market segment:

- **Threat of New Entry:** In recent years, the garments manufacturing industry of our country has grown at an amazing rate. It has always threat of new entrants because of development of garments sector, technological advantages, plenty of demand in abroad etc. The old companies are there, and new ones have been added in recent times. Some examples of the garments manufacturing companies in Bangladesh who have entered recently in marketplace are: Epyllion Group, Viyellatex Limited, Asian Apparels Limited, Opex Sinha Group etc. Those companies are giving big discounts and running ads to get people's attention. Nonetheless, competing with large companies is difficult for small or local entrepreneurs as it necessitates significant investment, technology innovation, and supply chain capabilities. Besides, the most significant challenges that new entrants encounter are brand image and trustworthiness. It may cause very much impactful both for the company and buyers.

- **Threat of Substitution:** A similar kind of product is offered in the market under a variety of brand names and on a variety of platforms. Buyer loyalty has dropped as a result of the numerous options available to them and they become very confuse with which they can switch and which one is better. Buyers are more likely to be confused when it comes to order products.

- **Bargaining Power of suppliers:** This force examines how much influence and control a company's supplier has over the ability to raise prices or diminish the quality of purchased goods or services, lowering an industry's profitability potential. Standard Group collects their raw materials from different suppliers and dealers. Sometimes they collect those raw materials from foreign suppliers. But due to Covid-19 pandemic, local suppliers have increased the price of their goods. And also foreign also face difficulties because of Covid-19 protocols and highly taxations. Bargaining power of suppliers is moderate to high in this situation.

- **Bargaining Power of Buyers:** This force assesses the degree to which customers may exert pressure on the company, which has an impact on the customer's price sensitivity. When there aren't many of them and they have a lot of options to choose from and they have a lot of power. They have plenty of options to switch of service. Consumers can use the internet to search for items and obtain all pertinent information and reviews. As a result, they will be able to make more informed decisions and will have less opportunity to cheat. Any customer who is unhappy with a product or service can leave a review right away and suggest that not to take service from them. At present in Bangladesh we have plenty of garments manufacturing company. If the buyers can find any mistakes of the production in service, immediately they will switch to another company to take services. So, customers nowadays have a lot of bargaining power.

- **Rivalry among existing competitors:** It looks at how tough the current market competition is, which is influenced by the quantity of competitors and what each one can accomplish. The rivalry is high when a large number of competitors of nearly equal size and power compete, and buyers or customers can easily and cheaply switch to a

competitor's offering. There are lots of garments manufacturing company in Bangladesh but some big companies like Ha-Meem Group, Square Fashions Ltd, DBL Group, Beximco Fashions Ltd etc. are also dominating the market. Because of buyers have a high inclination to switch brands, brands are working on providing high-quality items at a low price while also providing a better customer experience (Bruin, 2016).

2.5.2. SWOT Analysis: A SWOT analysis is a method of evaluating these four components (Strength, Weakness, Opportunities, Threats) of a company. SWOT Analysis is a tool that can assist a corporation in analyzing what it does best currently and devising a successful future plan. SWOT analysis can also reveal areas of the firm that are holding them back or that their competitors could take advantage of if they don't protect themselves.

Strengths of Standard Group:

A company's strengths could be any number of areas or features where it excels and has a competitive advantage over its competitors. Advantages might be qualitative like a great corporate culture, strong brand recognition, proprietary technology, etc. or quantitative like best-in-class margins, above-average inventory turnover, category leading return on equity etc. (Peterdy, 2022). The Company's main strengths are:

- US $ 418 million per year revenue (Woven, sweater, washing)
- 5 million units produced every month
- Modern machineries and technology are used in the production of clothes.

- More than 24000 super structural machines.

- Have best raw material products.

- Good brand image with quality products.

Weakness Standard Group:

Weaknesses are areas or features in which a company falls short of its competitors. They might be qualitative or quantitative just like strengths. Unproven management, significant employee turnover, poor margins, and a high reliance on debt as a source of capital are just a few examples. Few weaknesses of Standard Group are mentioned below:

- Fully dependent on foreign buyer's order.

- Lower management is constantly under pressure from top management.

- Low salary structure

- Poor ascendancy results in inefficiency.

Opportunities of Standard Group:

External factors that offer potential avenues for corporate growth or improvement should be highlighted in the opportunities section. Some opportunities of Standard Group are:

- Hiring new designers for new product designs.

- Increasing labor salary scale.

- Plenty of demand in foreign.

- Launching new products with various creative designs.

- Credibility to management.

Threats of Standard Group:

External influences that pose a risk to a company's ability to operate are known as threats. The main threats of the Standard Group are:

- Technology's rapid use.

- Increasing vast competition.

- Other epidemics like Covid-19.

- Raising the prices of raw materials.

2.6. Summary and Conclusions:

In the earlier talk, I have attempted to cover all areas of the company as briefly as possible like management, marketing, operational practice, industry analysis etc. Their management styles are very much solid, but their marketing practices are heavily restricted. Their operational practice are doing great job for the welfare of the company. Although they have some difficulties and limitation, but they also have some advantages and strong points. There have plenty to work with and progress with.

2.7. Recommendations:

From the previous discussion, I'd want to offer some of my implications thoughts that might help my beloved firm better:

- Bangladesh is a country with growing populations and higher disposable income has substantial domestic markets that are now unexplored due to a lack of a well-developed retail sector. Manufacturers in these nations should investigate the possibilities and collaborate with the right partners to capture the majority of the value.

- As buyers become more conscious of social and environmental issues in the garment sector and adjust their tastes, the fair trade apparel niche market will continue to grow, enabling for additional production and high value-added segments in the global value chain. This means that, in order to gain a major portion of the market, the company need collaborate with the government and retailers to address the industry's social and environmental issues (The Apparel Industry).

- As Standard Group has low salary scale specially for those workers who works in garments factories, it is very much conscious for the company. Most of them belong to lower or lower middle class families. Nowadays, it is quite difficult to run a family with such a low salary scale. So the company should consider whether their salary can be increased a bit.

- Standard Group should manufacture raw materials by their own. As I said earlier that it is big threat that the prices of raw materials are being increased day by day. If the company can produce some of its raw materials on their own initiative instead of importing them

from abroad, then the cost will also be reduced and there will not be much difficulty in future production.

CHAPTER 3: Project Part

3.1 Background:

Bangladesh's garment industry is the country's most important industry. The ready-made garment (RMG) segment accounts for a large portion of the garment industry. From 2002 to 2012, the RMG sector grew at a rate of 55 percent. In 2005, the RMG business was the country's only multibillion-dollar manufacturing and export industry. Bangladesh's export revenues reached $3.2 billion in December 2015, a new high for the country. The garment business was responsible for 83 percent of the total income. The garment and textile industry generates roughly $19 billion in annual exports. This equates to 20% of the country's GDP (About Garment Industry of Bangladesh).

When people's skills and abilities are sophisticated in order to execute a productive activity that benefits both themselves and society, they are referred to as human resources. Employees are trained and developed in order for management or managerial development to occur in a company. Large companies in particular have a strong requirement for excellent human resource management. In recruiting, training, developing, motivating, and retaining exceptional personnel,

Standard Group adopts the most trustworthy and highly effective HR policies available. Internally, the corporation has a department dedicated to human resource development and research for the betterment of the company.

Recruitment and selection is the most important function in HRM. Recruitment is the process of attracting qualified candidates for a post and the process of identifying. And selecting the best candidate for that position is called selection. Each employee's input is critical to the company's survival and growth. As a result, choosing the correct individual for the position is critical. A poor recruitment can have a negative impact on the company's overall performance. The Recruitment and selection Process Policy is a deed that outlines how an organization's entire recruitment and selection process should be conducted. The suitable kind of recruiting and selection process also saves time on training for the organization. The organization will save time on training if they hire the right person with the correct abilities. With only a few hours of training, the right employee with the correct abilities will be ready to work (Recruitment and selection – The most important HR function, 2013).

3.2. Objective(s):

Broad objectives:

The broad objectives of this research are to investigate, identify and describe the recruiting and selection process used by the Standard Group.

Specific objectives:.

- Analysing the recruitment and selection process of Standard Group.

- Discuss the various recruiting sources that used by Standard Group.

- Finding out what people thinking about the Standard Group's recruiting and selection process.

- Giving some recommendations about more efficiency about recruiting and selection process of Standard Group.

3.3. Significance:

In order to attract an effective workforce, an organization's recruitment and selection procedure is critical. This is very much significant because it will decide the company's performance and have an impact on the entire operation. Employees are one of an organization's most significant assets. Our company's long-term sustainability and growth are dependent on each employee's contribution. As a result, finding the right person for the job is very essential. It also aids in the development of a pool of possible employees for the company allowing management to choose the best candidate for the job.

3.4. Methodology:

Sample: It is a term that a group of people or items that are selected from a larger amount of population for researching purpose. Here I select some employees of Standard Group for this research.

Sample size: This sample size was helped to generate by 18 Standard Group employees.

Sample technique: The random sampling is used in this research while choosing sample.

Research design: This research is mainly described about the recruitment and selection process of Standard Group. For this research, here 2 types of data I used which are primary and secondary data. These are also my data sources.

Data collection methods: In this report I am worked with 2 types of data

➢ **Primary data:** The primary data is made up of information that has been observed and collected directly. I collected primary data from using a questionnaire.

➢ **Secondary data:** Secondary data is information that has been obtained and analyzed by others with the results being used in the following step. I collected secondary data by using their website, Facebook and Linkedin.

A variety of tools have been used to analyze and process data. Following the gaining of raw data, the data was examined and processed using a variety of software programs including Microsoft Word and Google form. The whole process is analyzed by 18 responders who were given questionnaires with questions about the Standard Group's recruitment and selection procedure.

3.5. Limitations:

The research materials were collected from various documents and my observations. Despite the fact that every attempt was made to perform a thorough and well-organized research, there have some limitations. The following are some of the study's limitations:

• For data collecting purposes, we have some sensitive information. As a result, for reasons of confidentiality or organizational secrets, some data cannot be obtained.
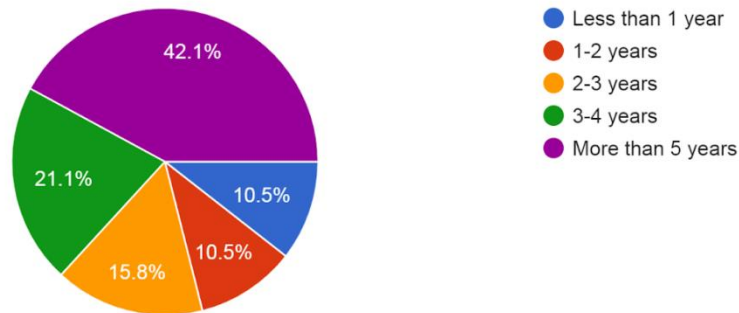
- For the reasons mentioned above, only a few minor samples were tasted.

3.6. Questionnaires:

(i) How long have you been working for the Standard Group?

How long have you been working for the Standard Group?
19 responses

Observation: Here we can see that 42% respondents are working in Standard Group more than 5 years. 21% respondents are here in between 3-4 years.

Comment: All of them are experienced about recruitment and selection process.

(ii) What kinds of resources does the organization use to find new employees?

What kinds of resources does the organization use to find new employees?
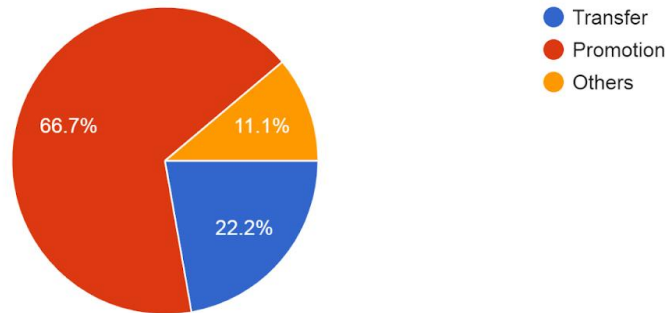18 responses
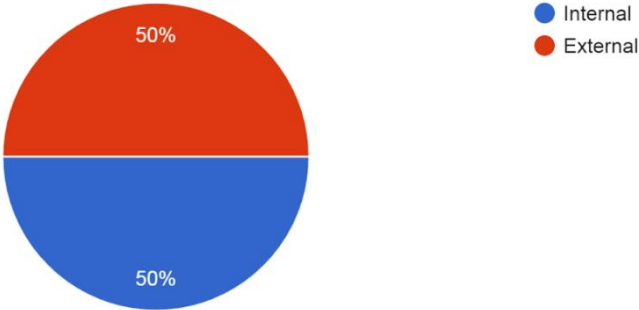
Observation: According to the chart, 50% of the respondents said internal resources, 50% respondents said external resources.

Comment: Standard Group recruits the new employees from both internal and external resources.

(iii) What internal resources does the organization use?

What internal resources does the organization use?
18 responses

**Observation:** According to the chart, 66.7% of Standard Group employees being promoted in internal recruitment. Whereas only 22.2% of Standard Group employees get transfer. And rest of the 11.1% employees are hired by other sources like recruiting former employees, past applicants etc.

Comment: For internal recruitment, Standard Group mostly use transfer procedure. But they also employ promotion and other procedures as well.

(iv) What external resources does the organization use?

What external resources does the organization use?
18 responses
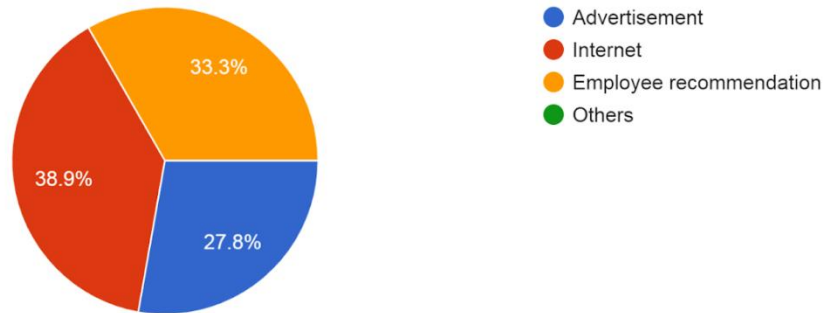
Observation: The chart says that Standard Group recruits their employees in external sources by internet (38 .9%), employee recommendation (33.3%) and advertisement (27.8%).

Comment: Standard Group hires their employees in external sources by internet, employee recommendation and advertisement.

(v) Who interface in the recruitment process?

Who interface in the recruitment process?
18 responses

● HR Department
● Board of Director

33.3%

66.7%
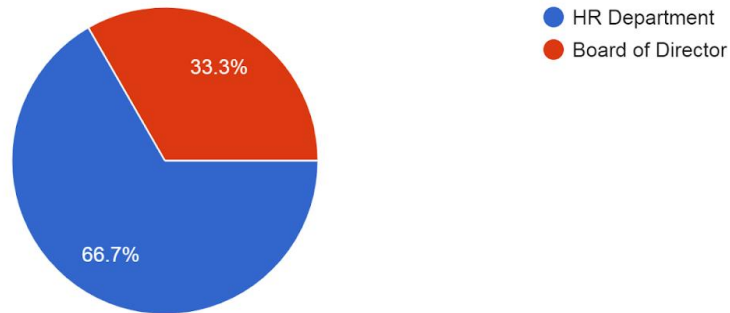
Observation: In the chat, 68.7% said that HR department interface in the recruitment process.

Whereas, 33.3% said that Board of Directors interface in the recruitment process.

Comment: Standard Group's HR department has more independence in recruitment process.

(vi) What kind of test do you think is the most important in recruiting process?

What kind of test do you think is the most important in recruiting process?
18 responses

● Written
● Viva
● Skill
● Other

38.9%

11.1%

11.1%

38.9%
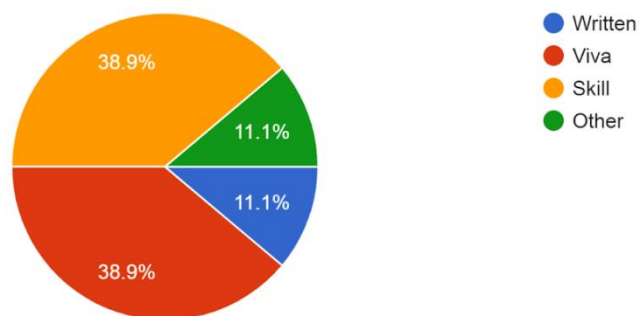
Observation: In the chart above, here almost 39% respondents said that skill and viva test is the most important in recruiting process. On the other hand, only 11.1% respondent said about on written and other tests.

Comment: Standard Group gives importance of viva and skill tests.

(vii) Which kind of the test do you think needs to be taken more in recruitment process?

Which kind of the test do you think needs to be taken more in Recruitment process?
18 responses
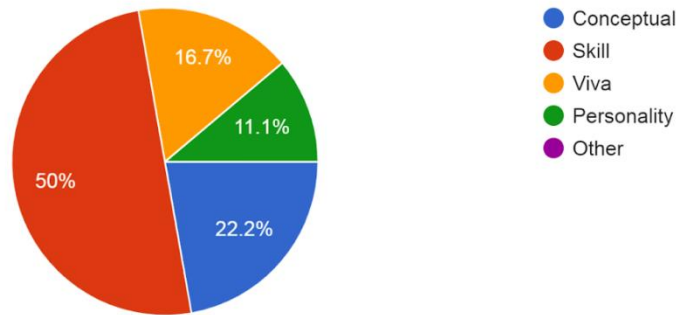
Observation: Half of the respondent said that skill test should be taken more in recruitment process. On the other hand, conceptual (22.2%), viva (16.7%) and personality (11.1%) are also said by the respondents.

Comments: Standard Group always should be focused more on skill tests during recruiting process.

(viii) Is your company's recruiting and selection procedure well-organized?

Is your company's recruiting and selection procedure well-organized?
18 responses
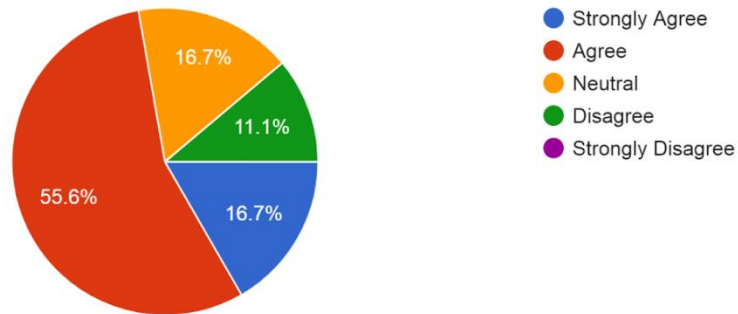
Observation: From the chart, 16.7% respondents are strongly agreed, 55.6% are agree, 16.7% are neutral and 11.1% are disagree.

Comment: This indicates that Standard Group maintains structured way in recruitment and selection process. But sometimes they do non-systematic methods as well.

3.7. Findings and Analysis:

3.7.1. Standard Group's Recruitment Process:

Recruitment is the process of locating and hiring qualified people for available positions. The Standard Group is always looking for the right people in the right places with the ideal merge of skills and resources. Because Standard Group is of the opinion that qualified employees are

necessary to successfully achieve organizational goals. The Standard Group supports equality regardless of race, region, ethnicity, age, and nation of origin or any other factors. The company is always looking for the best candidates to fill available positions. People who can focus on resolving global problems and determines about achieving the company's vision, purpose and objectives they are given priority on a constant basis.

3.7.2. Recruitment Sources of Standard Group:

There are 2 types of recruitment sources which are followed by the Standard Group:

(1) Internal, (2) External

i) Internal recruitment sources:

In the beginning, employees may be employed from within the company. The administration prefers to recruit employees in the ways listed below:

Internal sources refer to hiring people from a company's own workforce. Or, to put it another way, we're looking for job-seekers among the current workforce of the business. Promotions, transfers, employee recommendation and other actions are examples of how this selection process could happen.

ii) External recruitment sources:

Organizations are hired employees by using external sources maximum time. External sources include:

- Advertising

- Pre-Application

- Online recruitment

3.7.3. Steps of Recruitment process in Standard Group:

```
Searching a job    →    Searching the    →    Publishing
vacancy.                demand for            advertisements in
                        employees.            newspaper and
                                              internet.

Accepting          →    Calling for
applications and        interviews.
creating shortlists.
```

Searching a job vacancy: A company should consider the availability of positions before recruiting employee for the organization. There are various departments in the Standard Group. When a department wants to appoint someone from another department, it looks for an open

position first. Or a department needs to hire new employees. Move up a level if a position opens up. Basically this is the first step in the recruiting process.
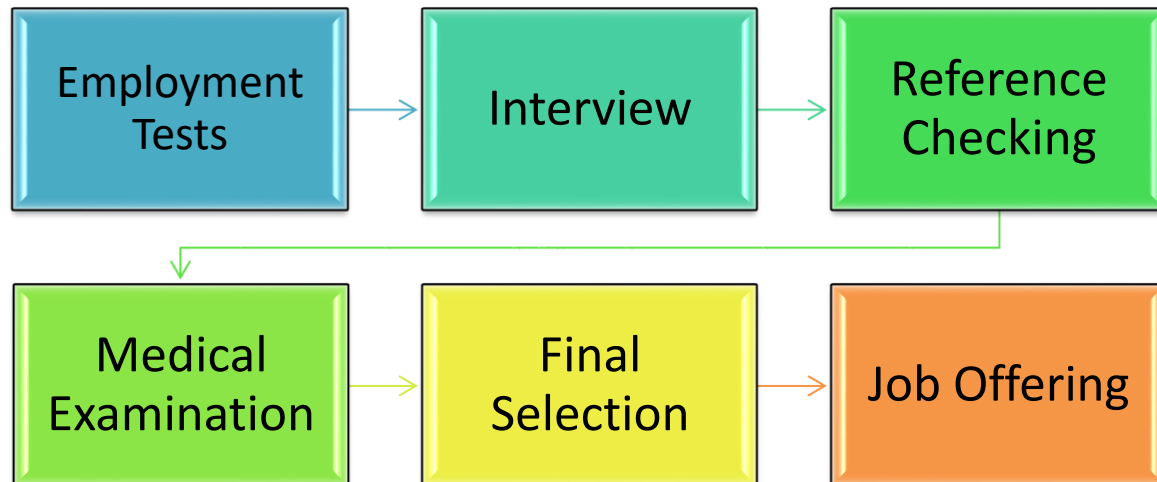
Searching the demand for employees: The head of the relevant department provides the necessary information and the employee requirement through the designated employment request, which is then sent to the HR department. Human Resource is the last way out when the department asks management to approve a employees request and then returns it to that division. Then the HR department approves and finalizes it. The higher authority must give their approval before any new recruits.

Publishing advertisements in newspaper and internet: Standard Group frequently advertises employment positions in local media. To efficiently and extensively distribute its content, it employs this rather than widely read newspapers. The Standard Group announces their advertisements in both English and Bengali daily newspapers. The announcement contains information on the position, the type of job, age restrictions, academic requirements, skills and experience required for the job, job and responsibilities, expected compensation, employment location, and other factors.

Accepting applications and creating shortlists: Candidates who are confident in their qualifications must submit their applications together with a resume, certificates and other applicable documents within a specific deadline. After that, the HR department receives the applicant's resumes. Finally, they make shortlists after scrutinizing and sorting the Cvs and resumes.

Calling for interviews: After making shortlist the applicants, then they are called for interviews.

Employment Tests	**Interview**	**Reference Checking**
Medical Examination	**Final Selection**	**Job Offering**

Employment Tests: It is very important for a company for hiring any employees with their knowledge, qualities and abilities. After selecting candidates for interview, they take some tests of the candidates such as written tests, computer tests and so on.

➢ **Written test:** It is mainly for the testing of the academic knowledge of a candidate. This test is to understand how much the candidates think about the position they have applied for and how much they have practical idea about it. If the candidates pass this test, then they are selected for the next tests.

➢ **Computer test:** Here the company mainly tests about the knowledge of computer of a candidate. If they have no idea about hoe the computer works, immediately they are disqualified. Sometimes the company gives an opportunity to a candidate to learn computer for a while and then sit for the computer test again.

Interview: If a candidate passes in written and other tests, then the candidate is sit for an interview. Here HR managers and recruitment officer take the interview. Here the officials discuss about the job and its position in detail and in depth. They also see the candidate's skills and abilities. The main purpose of this interview is to give him or her idea about employment profile and what the company wants from him or her in the future. This employment interview is very much vital for selecting the appropriate candidates for the appropriate positions.

Reference Checking: Those who offers the reference of a ability worker is likewise a completely essential supply of statistics. The referee can offer data approximately the character's capabilities, enjoy with inside the preceding groups and management and managerial skills. The facts might checked via way of means of the referee is supposed to stored exclusive with the HR department.

Medical Examination: After passing all the tests, a candidate should have gone for medical tests. Medical tests ensure that the candidate is physically and mentally fit for the job or not. And also ensures whether they are adequately prepared to take the tasks of their work.

Final Selection: An applicant is said to have been selected for the post for which the selection criterion has been launched if they have successfully completed all of their stages, including verifications.

Job Offering: This is the ultimate and final phase of the selection procedure. It is mainly formality of job offer. After successfully passing all written tests, interviews and medical exams, the appointment letter is sent to the employee by the company. All the details are mentioned in the appointment letter such as total working duration, salary, bonus, duties and responsibilities, leave policies and so on. Candidates are given some conditions and contracts employed with the

prospect that they will be hired permanently if their performance is appeasement satisfactory (Selection Process).

3.7.5. Findings:

The key findings regarding the Standard Group's recruitment and selection process are listed below:

- Standard Group normally has a fair and transparency hiring process.

- Standard Group recruits by using both internal and external methods and sources.

- HR department try their best to hire best candidates.

- In the case of hiring employees, their tests are very much standard.

- The recruitment and selection process is being supervised by the senior executives of Standard Group.

- All candidates are equal to the company. There is no discrimination among the candidates based on gender, race, age, nationality or any other factor.

3.8. Conclusions:

The discuss above of HR procedures as well as changes made in response to suggestions have helped Standard Group achieve its goal. This calls for putting a strong business weight on the HRM section and putting in place top-notch HR procedures that are integrated into an organization's strategic plan. According to a study by the Standard Group on the "Recruitment and Selection Process" in Human Resources, employees are the most crucial resource for organizational development. Without proper employment, this development cannot be preceded. A number of factors have an impact on how these valuable resources develop. The process of recruitment and selection candidates is the most important one in this regard. To increase an organization's success, an efficient recruitment and selection process is essential. An incremental recruitment and selection process is used by The Standard Group. Employees in the HR department of the Standard Group are expected to significantly contribute to the growth and execution of our company outside the bounds of our contracts and policies.

3.9. Recommendations:

During my overall internship program, I have discovered several weaknesses in my company. I would want to present some prospective solutions that can help the company overcome these weaknesses in the future:

- Standard Group should take personality and behavioral tests during hiring employees. It predicts about how an employee goes about their work and gains their goals. It also predicts employee's performance

- Standard group should arrange orientation program for all new workers. As a result they can know about the company's culture, mission-vision, rules and regulations etc.

- Top management should be minimally involved when Standard Group recruiting decisions make.

- Standard Group can set up a separate division called "Research & Development" to track market trends, evaluate risks, rivals, supply or demand and find new business prospects.

- They should attend in several job fairs. It is important for a company because they can meet with some exceptional candidates. They also can communicate other candidates by face to face and also increase social networking with other companies.

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Appendix 1:

Survey questionnaires:

    I.   How long have you been working for the Standard Group?

    II.   What kinds of resources does the organization use to find new employees?

    III.   What internal resources does the organization use?

    IV.   What external resources does the organization use?

    V.   Who interface in the recruitment process?

    VI.   What kind of test do you think is the most important in recruiting process?

    VII.   Which kind of the test do you think needs to be taken more in recruitment process?

    VIII.   Is your company's recruiting and selection procedure well-organized?

Our HR team:

HR Department	
Name	Designation
Overall Supervision	
A.K.M. Zakir Hossain	Chief HR Officer
Md. Rezaul Karim	Deputy Chief HR Officer
Md. Ali Kador Sheikh	Deputy Chief HR Officer
Organizational Development	

Sheikh Fazlul Haque	
Md. Enamul Kabir Hasib	Asst. Org. Development Manager HR Department
Performance & KPI	
Md. Mostafa Mazumdar	
Md. Makhlesur Rahman	
Recruitment	
Md. Mostafizur Rahman	
Md. Istiak Hasan Shiraji	
Ms. Kamrun Nahar	
Md. Tariqul Islam	
Employee Relations	
Sheikh Anisur Rahman	
Md. Ahasan Habib	
Md. Shourav Kabir	
HRIS	
Md. Moinul Islam	

Transfer & succession	
Md. Jahirul Islam	
Md. Rowshan Ali	
Compensation & Benefit	
Md. Al Imran	
Md. Golam Mostofa	
Md. Zamir Hossain	
Md. Mozahidul Islam	
Md. Ruhul Amin	
Md. Atiqur Rahman	
Md. Al-Amin	
Policy Implementation	
Md. Shah Shagir	
Ahsanuzzaman	

Copy of Research Proposal:

Subject: Proposal to conduct An Analysis of Recruitment & Selection Process of Standard Group.

Research Question: My research questions are:

I.   What are the Recruitment and Selection practices of Standard Group?

II. How many types of tests they take during recruiting a candidate?

III. How important is Recruitment and Selection for a company?

Background Information:

Recruitment and selection is the most important function in HRM. Recruitment is the process of attracting qualified candidates for a post and the process of identifying. And selecting the best candidate for that position is called selection. Each employee's input is critical to the company's survival and growth. As a result, choosing the correct individual for the position is critical. A poor recruitment can have a negative impact on the company's overall performance. The Recruitment and selection Process Policy is a deed that outlines how an organization's entire recruitment and selection process should be conducted. The suitable kind of recruiting and selection process also saves time on training for the organization. The organization will save time on training if they hire the right person with the correct abilities. With only a few hours of training, the right employee with the correct abilities will be ready to work (Recruitment and selection – The most important HR function, 2013).

Methodology: In this report I am worked with 2 types of data- Primary data and Secondary data. The primary data is made up of information that has been observed and collected directly. Secondary data is information that has been obtained and analyzed by others with the results being used in the following step. I collected primary data from using a questionnaire. I also collected secondary data by using their website, Facebook and Linkedin.

A variety of tools have been used to analyze and process data. Following the gaining of raw data, the data was examined and processed using a variety of software programs, including Microsoft Word and Google form. The whole process is analyzed by some responders who were given questionnaires with questions about the Standard Group's recruitment and selection procedure.

Significance of the study:

This research is very much significant because it will decide the company's performance and have an impact on the entire operation. Employees are one of an organization's most significant assets. Our company's long-term sustainability and growth are dependent on each employee's contribution. As a result, finding the right person for the job is very essential. It also aids in the development of a pool of possible employees for the company allowing management to choose the best candidate for the job.

Timeline: I hope that I will complete my research within 25th July.