



Inspiring Excellence

INTERNSHIP REPORT ON ITAL ADWEG (PVT) LIMITED

**TOPIC: RECRUITMENT AND SELECTION PROCESS OF ITAL ADWEG
(PVT) LIMITED**

SUBMITTED TO:

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Letter of Transmittal

July 30, 2017

To

Rahma Akhter

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Subject: Submission of internship report.

Dear Madam,

I am respectfully submitting my internship report on “Recruitment and Selection Process of ITAL Adweg (Pvt) Ltd” which has been prepared for the requirement of BUS400 course. I believe the report will at least give you a brief picture about the topic which will also showcase that I have acquired valuable experiences through my internship period in ITAL Adweg (Pvt) Ltd. I have tried my best to enrich this report by providing what I have learned throughout the internship program and compiled this report as per the requirements.

Thank you for encouraging me for working on this interesting topic. Kindly accept my report and oblige thereby.

Yours Sincerely,

Taiyeba Nasir

ID: 12104231

BRAC Business School

BRAC University

Acknowledgement

I would like to start this report by acknowledging my gratefulness to Almighty Allah. I would like to express heartfelt gratitude to every single person who has assisted me in the preparation of this internship report. I wish to thank them for their support, guidance and belief in every step.

I would like to take the opportunity to say my gratitude towards Ms. Rahma Akhter, Lecturer, BRAC Business School, for her endless support, inspiration and guidance during this internship. This report has been prepared and presented to her for the assessment and final evaluation of this course.

I must remember to express my appreciation to Mr. Mohammad Sharoar Ahmed, Managing Director, ITALAdweg (Pvt) Ltd, under whose supervision I went through my internship. I would also like to thank Mr. Firuz Hossain, Head of HR and Administration, Mr. Ziaul Karim, Production Manager, Mr. Mohammad Rahmat Ali, Senior Executive (Merchandising), of ITAL Adweg (Pvt) Ltd for their kind support and valuable feedback.

Simultaneously, I would like to thank my other colleagues of ITAL Adweg (Pvt) Ltd who provided me with enormous insights and helped me to learn the situation of the current business world.

Last of all, I am grateful to BRAC University which is the reason I am standing here on the peak of earning my bachelor's degree successfully.

Executive Summary

The Ready-Made Garments (RMG) industry is the biggest export oriented industry in Bangladesh. The growth of this industry has been phenomenal for last two decades and current it is worth of approximately \$20 billion, second largest among all countries after China. It is one of the major source of employment in the country as well and now employs around 4 million workers across the country. The sector has also played a significant role in the socio-economic development of the country.

Among others, ITAL Adweg (Pvt) Ltd is one of the most growing and largely improved ready made garment company which started its journey in 1992. Along the way, it has gone through many changes and now it is one of the biggest manufacturer of woven Tops in Bangladesh. Over the last two decades, by offering the best blend of quality, efficiency and productivity to their valued customers, ITAL Adweg (Pvt) Ltd has been able to grow up from a small company to a 250 machines stitching unit of about 120000 pc garments per month.

ITAL Adweg (Pvt) Ltd. has a very team of workers and employees who are dedicated and hard working. The reason behind this team is the impressive recruitment & selection process of ITAL Adweg (Pvt) Ltd which allows the company to hire skilled and talented individuals who are motivated. Their recruitment process is fair and competitive. They focus on developing leaders within the organization which helps them to do a lot of internal recruiting. Whenever there is a need, they also go for external recruitment as well. Before hiring, they do basic and criminal background checks. By doing all these ITAL Adweg (Pvt) Ltd is able to easily attract the qualified employees who will help ITAL Adweg (Pvt) Ltd to achieve their ultimate goal.

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CHAPTER 1

1.0 Introduction

Ready-made garments (RMG) industry of Bangladesh is the second largest exporter of ready-made garment products in the world. Bangladesh earn a total of \$20 billion every year from this industry. Although it is already very big, Bangladesh has the potential to be the largest manufacturer of garments products. To achieve this goal, the industry needs to move forward and meet an international in many sectors. One of these sectors is the hiring and recruitment policies of the RMG companies. The present study has been undertaken with an attempt to undisclose the current hiring and employment scenario of the RMG sector and identify where additional improvement can be made. Here, ITAL Adweg (Pvt) Ltd. has been used as a reference organization.

CHAPTER 2

2.0 The Organization

2.1 About ITAL Adweg (Pvt) Limited

ITAL Adweg (Pvt) Ltd is basically a woven factory which is situated in North Adabor, Mohammedpur, Dhaka. It started its journey in 1991, but the ownership changed in 2007. ITAL Adweg mainly focuses in manufacturing and supplying of internationally demanding Woven Tops like shirts for ladies, gents and children. These garments are exported to several countries in Europe and America. In addition, ITAL Adweg takes subcontract from international companies and brands like Walmart, GAP, Kohl's, JC Penny etc.

The current production capacity of ITAL Adweg woven factory is approximately 120,000 pcs per month which is fairly large. It has a total of 250 workers out of which 175 are female and the rest are male. The company has been approved by Bangladesh Garments Manufacturers and Exporters Association (BGMEA). Mr. Sharoar Ahmed and Ms. Nurjahan Ahmed currently hold the position of the managing director and the chairman, accordingly.

ITAL Adweg (Pvt) Ltd is growing rapidly and they are planning to expand their factory in other sectors as well. The next step would be to make a big factory so that they can get direct orders from foreign buyers and can provide their employees with better working environment and more facilities in near future and they are working on it.

2.2 Vision

Strive hard to optimize profit through conduction and transparent business operations and to create more competitive in the internal and external market.

2.3 Mission

Create customers need through manufacturing and supplying qualitative products and ensure high standard. ITAL Adweg (Pvt) Ltd retains the motto “**Quest for Excellence.**”

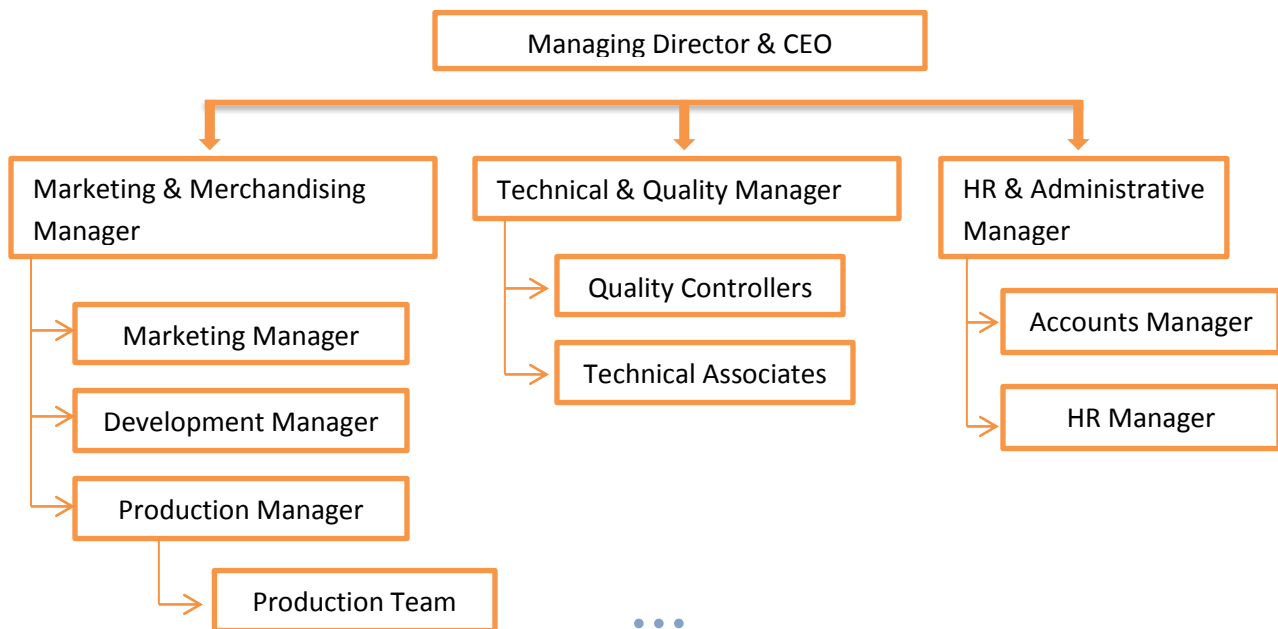
2.4 Strategic Objectives

- ✓ ITAL Adweg (Pvt)Ltd’sgoal is to achieve zero tolerance in production by upgrading total quality management and proper production management
- ✓ Create a pleasing image of world as a high quality garments manufacturer and supplier.
- ✓ Train and develop aninspired and skilled workforce considering the “quality of life” for the employees.

2.5 Core Values

- ✓ Integrity
- ✓ Quality Focus
- ✓ Trust and Respect
- ✓ Equal opportunity
- ✓ Eco-friendly

2.6 Organogram



CHAPTER 3

3.0 SWOT Analysis

3.1 Overview of SWOT Analysis

SWOT analysis is undertaken by an organization to identify its internal strengths and weaknesses, as well as external opportunities and threats. It is a very common analysis that are done by the company owners or future investors to know and understand the current situation of an industry.

It is important to know that the SWOT analysis is only based upon information that is known by the evaluator and is seen as perhaps the more basic approach of analyzing a business position. But SWOT is still a powerful tool when looking for instant benefits. It has always been significant for a business to know and understand how it fits in and interacts with the surroundings on both an internal (office/factory/work environment) and external view (how the business operates with the outside world).

3.2 SWOT Analysis of ITAL Adweg (Pvt) Ltd

There is no fixed way of doing a SWOT analysis, but it should be done in a way that one feels most comfortable with, and more importantly easily understandable. The objective is to be in a position where the company can determine a strategy for the future to improve company's overall performance.

Following factors are discussed to showcase the internal strengths, weaknesses, and the external opportunities, threats of ITAL Adweg (Pvt) Ltd.

3.2.1 Strengths

- **Emerging Corporate Identity**

ITAL Adweg (Pvt) Ltd is one of the emerging which is 100% exports oriented woven factory taking sub-contracts from different big companies of Bangladesh like AKH Group etc. The

company also takes orders from the foreign buyers from USA, Germany, UK, Canada, Italy, France etc. It manufactures products of Walmart, Gap, Kohls, PVH, Jc- penney, Mackays Stores, Marks & Spencer etc.

- **Customer Centricity**

ITAL Adweg (Pvt) Ltd produces top-quality garment products to the clients by continuous innovation in need based products and superior quality standards. They are always transparent and ethical towards their clients.

- **Efficient Performance**

ITAL Adweg (Pvt) Ltd ensures efficiency in its production processes to achieve superior quality standards. In this regards client service is excellent.

- **Corporate governance and compliance**

The organization is a registered by BGMEA and abides by all rules and regulations provided by its regulatory bodies. It has achieved reputation in producing high quality garment products by maintaining strong compliance practices and presence in the market. Collaborative and proactive approach towards regulatory and industry reform initiatives enable the firm to adopt best practices. This strict adherence to compliance standard is an excellent strength for the organization.

- **Empowered Work Force**

Human resources of ITAL Adweg (Pvt) Ltd are extremely well-managed. As from the very first the top management believed in empowering employees through continuous training and development and building a competent work environment. This empowered environment makes this company a better place for employees, as a result they have a passion towards the organization and also feel proud and a sense of belongingness towards the company. The strong organizational culture of the company is the main reason behind this strength.

3.2.2 Weakness

- **Strong financial grip**

One of the biggest weaknesses of ITAL Adweg (Pvt) Ltd is absence of solid capital base. It is one of the main obstacles behind its slow growth and their comparatively less number of orders. Their sound and steady growth on returns facilitating them to develop their financial hold and maintain shareholder return.

- **Dependency on big RMG companies**

Dependency on business sourcing from other companies is another drawback of ITAL Adweg (Pvt) Ltd. As one of the major activities of this company is working on basis of sub-contracts getting from leading RMG companies due to lack of strong financial hold.

- **Small profit margin**

As ITAL Adweg (Pvt) Ltd working mostly based on sub-contracts, therefore they are bound to keep the profit margin low. This is another reason for their weak financial base.

3.2.3 Opportunities

- **Vast Product Range**

ITAL Adweg (Pvt) Ltd has a great opportunity of providing variety of products considering all customer segments of all ages and races. With the establishment of AMC business, IDLC will have the full range of wealth management services to offer through its subsidiaries. IDLC also expects to capitalize on its goodwill to offer customized and comprehensive financial solutions to its customers.

- **Merger**

ITAL Adweg (Pvt) Ltd considers co-branding and business partnerships as opportunities to expand their business by grabbing opportunity of more foreign assignments.

3.2.4 Threats

- **Existence of rivalry in market**

A large number of RMG companies are increasing resulting strong competition in the market with almost same products. The intense competition in corporate merchandising is driving the

companies to focus on variety designed products. The rivalry intensifies if the companies have similar business portion, leading to struggle for market leadership.

- **New entries in market**

New ready-made garment companies possess a serious threat for ITAL Adweg (Pvt) Ltd as stiff competition. To counter such threat the company will have to develop strategies to compete the threat (e.g. innovate, automate, invest to gather more business assignments).

- **Industrial Downward**

Availability of similar companies in market and lack of investment opportunities creates unhealthy price-wars among the sector participants to grab the best clients.

CHAPTER 4

4.0 PESTLE Analysis

4.1 Overview of the PESTLE Analysis

PESTLE analysis is performed on company brands in order to ascertain strategies for the future or to understand the market before launching them. It is a great tool to develop strategies and comprehend market trends so that the company can maintain its growth even in adverse conditions. PESTLE is basically an acronym which denotes certain factor with its each letter. These factors affect the market in many ways and alter the way strategies are thought of or made.

PESTLE stands for political, economic, social, technological, legal and environmental factors. These are very important factors to consider for a company to maintain its good run and profitability. Therefore, most of the companies across the world conduct this analysis to gain a clear idea how to operate and fix strategies.

4.2 PESTLE Analysis of ITAL Adweg (Pvt) Ltd

ITAL Adweg (Pvt) Ltd is an export oriented company and it largely depends on foreign buyers to sell its goods and make profits. Therefore, PESTLE analysis is very important in the context that foreign buyers value or rate these factors highly before they come to do business in a country like Bangladesh. Below, a brief PESTLE analysis is conducted for Ital Adweg (Pvt) Limited.

- **Political**

Bangladeshi RMG industry is blessed because of low labor cost in the country. Moreover, they have duty free export facilities to 27 European Union (EU) countries and 10 other developed

countries across the world. Sometimes, these facilities fall short if the political situation of the country is not stable. The political instability could be referred to absence of democratic culture, absence of strong leadership, bureaucracy and corruption in different government sectors, political violence and terrorism etc. Moreover, there have been some of the most tragic accidents in the RMG industry in last few years. For example, at least 117 people died due to fire outbreak at Tazreen Fashion Industry in November, 2012. Most recently eight-storey Rana Plaza crashed due to improper maintenance of the building where thousands of people died. These incidents influenced United States (US) government to stop duty free trade privileges for Bangladeshi RMG companies which is known as Generalized System of Preferences (GSP). After these incidents, RMG industries in Bangladesh are careful and they are carrying out all the necessary safety measures so that no further such incidents happen. Thus, foreign buyers are now slowly started to getting their confidence back on Bangladeshi RMG companies.

- **Economic**

Bangladesh have enjoyed a steady economic state for last decade or so despite uncertain and unstable political conditions. Across last decade, Bangladesh have shown a continuous growth in GDP around 6%. Even when US was suffering from economic depression during the years of 2010-2011, Bangladesh have done pretty well showing a stable economic condition. Such steady economic condition has been a boon for a company like ITAL Adweg (Pvt) Ltd. Although, recent Rana Plaza disaster has spread negative impression about Bangladeshi RMG industry. China, who were Bangladesh's major competitors in this sector are also backing off from this industry. The new emerging competitor would be India who are taking different steps to grow their garment industry.

- **Social**

Society and culture are one of the most important factors in the business. It is important that the company must operate in compliance with the social system so that they can improve their public image. ITAL Adweg has always been maintained its balance between societal and corporate culture. It is highly involved in maintaining Corporate Social Responsibilities (CSR) which helps to gain popularity and also gives an opportunity to do something for the society. Although

Bangladeshi RMG companies are still not familiar with these kinds of activities, however, it looks like a growing trend.

- **Technological**

The technologies related to RMG companies are changing every now and then. Technologies are moving now from labor intensive framework to a sophisticated framework which is more automated. Thus, it might not be good for lower skilled employees and can create worker dissatisfaction. So companies should be aware of this fact before making any technological change. On the contrary, technology can be proved to be beneficial for high skilled labor which can help to raise their salary and benefits and improve relationship between each other. ITAL Adweg has been trying to ensure the best technology available for the production. Besides, they are also careful to understand that these technologies are not adding any dissatisfaction among employees. They always conduct training programs and workshops for the new and old employees.

- **Legal**

A business organization should always operate within the legal framework of the country. Bangladesh government recently urged for strong legal compliance from all the RMG companies to make sure a nice and safe work environment for the workers. ITAL Adweg has always been compliance with the government regulations. They always maintained international standard of safety and work environment. Therefore, foreign buyers have always shown confidence in ITAL Adweg's products and services.

- **Environment**

RMG factories should be environmentally friendly and should not be adding to the pollution. Bangladesh government has decreed that all the garment company should be eco-friendly and follow international standard for maintaining pollution free environment. This is now mandatory for any factory and Ital Adweg is not an exception. It always maintains high level of cleanliness for both factories and offices.

CHAPTER 5

5.0 Market Competitors

The RMG industry constitute of 80 percent of the Bangladesh export which is worth approximately \$20 billion. Despite the major setbacks like Tazreen and Rana Plaza, RMG sector is still going strong and continues to be the most valuable export product to bring in foreign currency. The first garment factory in Bangladesh started in 1979 with 130 people. Now the country has more than 5000 factories that employ more than 4 million people. Out of these 4 million employees, 3.7 million are women. This shows the kind of impact the EMG industries have on our economy.

The major players in the industry include H-Meem group, BEXIMCO Fashions Limited, Square Fashions Limited, Opex Sinha Group, Fakir Group etc. In addition, there are minor players as well. Aside from international brands which place buy orders in Bangladesh, many international garment makers are also sourcing companies which partner with local factories to manufacture garments for exports. This sees them freed from all of the complexities of dealing with workers, wages and a range of factory-related matters. As a result, Bangladesh has become an established location for sourcing low-cost production services, with a large number of local OEM manufacturers emerging. *H&M*, the Swedish fast fashion retailer, for instance, has been buying from Bangladeshi suppliers for more than 20 years, establishing a dedicated buying office in the country to manage its sourcing activities.

The major competitors for Bangladeshi RMG factories are now China. But countries like India, Srilanka and Vietnam are moving very fast. So Bangladesh needs to be aware and 100 percent compliant with international standards so that the companies here can increase their market rather than losing it.

CHAPTER 6

6.0 Internship Experience & The Report

6.1 Objectives of the report

Objectives can be divided in two parts:

6.1.1 Broad objective

To know the recruitment and selection procedure of ITAL Adweg (Pvt) Ltd.

6.1.2 Specific objective

The key objectives of the report are as follows:

1. To know the HRM practices of a RMG company.
2. Identify the duties and responsibilities of HR division.
3. To acquire depth knowledge about recruitment and selection procedure of ITAL Adweg (Pvt) Ltd.
4. To know the practical situation of an organization.
5. Identify the opportunities and challenges for knitwear company.
6. To gather practical knowledge that can be implemented in professional life.

6.2 Methodology

For any types of report, methodology is very important. Without adopting appropriate methods, it is difficult to complete report successfully. The best possible outcome of the standard report depends largely on the adopting of the correct methods related to the topics in the field of relevant investigation.

i. Primary Data:

I have collected this data with the help of the respective company officials.

ii. Secondary Data:

For the completion of the present study, secondary data has been collected. The main sources of secondary data are:

- Organization manuals
- Internet

6.3 Limitations of the Report

The limitations faced during preparation of the report are:

1. Large-scale research was not possible due to time constraint.
2. Relevant data and documents collection were difficult due to the organization confidentiality.
3. The responsible persons tried to avoid answering many questions.
4. Management is very busy with their daily works. So all requirements can't be included.
5. As the Group does not have a website, so information collection was so difficult.

6.4 Lack of Experience

To complete such kind of report need a lot of experience. Nevertheless, I had very little experience in this work field. During the process of preparation due to various constraints there may be some mistakes.

CHAPTER 7

7.0 Recruitment and selection process of ITAL Adweg (Pvt) Ltd

7.1 Purpose

Recruiting and selecting the right people is paramount to the success of the ITAL Adweg (Pvt) Ltd. and its ability to retain a workforce of the highest quality. This recruitment and selection process sets out how to ensure as far as possible, that the best people are recruited on merit and that the whole process is free from biasness and discrimination.

7.2 Legal Requirements

Recruitment and selection procedures must comply with the ITAL Adweg (Pvt) Ltd.'s diversity policy. This procedure incorporates compliance with the following legislation:

- i) Bangladesh Labour Code, 2006 ILO Convention code of conduct
- ii) BSCI (Business Social Compliance Initiative) code of conduct
- iii) ICS ((Initiative Clause Sociale) Code of Conduct

ITAL Adweg (Pvt) Ltd. is always compliant with the legal procedures when it comes about hiring new employees and workers. They make sure they hire the best people and talents available, when they also want to maintain the diversity among the workforce. They always ensure the workers are happy and giving their 100 percent in their services.

7.3 Recruitment

Recruitment is the process of identifying and hiring best-qualified applicants (from within or outside of an organization) for a job vacancy, in a most timely and cost effective manner. Generally, recruitments are made for specific positions. Therefore, announcements are made for each position separately since they all have separate requirements.

A fair and effective recruitment policy can be very beneficial for a company. Such recruitment policies make sure that it attracts the best talents and skilled individuals for the position. It is one of the most important functions of the Human Resources department. The whole process can be divided into many steps. Among others, it includes identification of vacancy or replacements, deciding position requirements, making announcements or advertisements of the vacancy,

arranging tests and interviews of the selected candidates, hiring the best candidates etc. Recruitment consists of 4 key steps:

- i. Define:** the role and the type of person you need to satisfactorily complete this work.
- ii. Attract:** a pool of qualified and interested applicants (both within and outside the organization) to the role.
- iii. Assess:** information about your applicants so that you can make an informed decision about which applicants have the required capabilities for the job.
- iv. Select:** the best person for the role.

Implementing these four steps make sure that the company hires the right person for the right kind of a job. At the same time, they make sure the hired individual is talented, qualified and interested in doing the job which is the key to success for a company like ITAL Adweg (Pvt) Ltd.

7.3.1 Internal Recruitment

Internal recruitment is a process through which employees are hired for a new position from the available pool of current employees based on their merit. Internal recruitment are mostly done by internal employee recommendations, thus, a potential leader is promoted to a new position based on the opinions of his superiors or colleagues. Internal recruiting can be proved very beneficial for a company. It keeps the employees encouraged and motivated in their duties and they do not look outside for a new job. In addition, company also do not have to look for a new hiring from outside. Thus, it helps to save both time and money.

7.3.2 External Recruitment

External recruitment is the process of attracting and finding new employees from outside the organization who are qualified and potentially serve the company better in a position.

i. Advertisements

Advertising is a form of announcement that typically attempts to persuade potential candidates to apply for a particular vacant position. The advertisements are generally posted in print and electronic media through which the duties and responsibilities of the particular position are disseminated. Additionally, the advertisement content lists the qualifications that the company is looking for in a potential candidate. The company itself can post the vacancy announcements or it can be posted through marketing agencies as well.

ii. Potential Competitors

ITAL Adweg (Pvt) Ltd. recruited potential employee from their potential competitors. Their potential competitors are DBL Group, Ha-Meem Group, Envoy Group, Micro-Fibre Group etc. Recently ITAL Adweg (Pvt) Ltd. recruited Mr. Atiqul Islam (Assistant Manager, Accounts & Finance) from Micro Fibre Group.

7.4 Recruitment and Selection Framework (Worker Level)

Processes are being maintained to recruit workers are as follows-

- 1) Additional workers or replacements are generally hired by the specific department heads after having the approval of the HR manager.
- 2) Advertisements for vacant positions are disseminated through print and electronic media (i.e. online job postings).
- 3) Interviews are arranged to recruit the expert workers.
- 4) Oral and written tests are arranged to recruit the inexperienced workers.
- 5) A medical team is built to check the general health of the new recruits.
- 6) Bangladesh labor laws-2013 and minimum wages gazette are followed to decide on the employee remunerations and facilities.

7.5 Recruitment and Selection Framework (Officer Level)

Processes are being maintained to recruit officers are as follows-

- 1) The need for an additional employee or replacement is assessed and decided by the HR department.
- 2) The job description is decided based on the current need of the organization.
- 3) The personal and educational qualifications are decided and reviewed also based on the position duties and responsibilities.
- 4) The selection and hiring process is decided.
- 5) Advertisements are drafted and posted for the selected media.
- 6) Among the applications, a small number of candidates are then short listed.
- 7) Written tests are arranged for entry level positions.

- 8) For the selected candidates, interviews are arranged.
- 9) The employee is hired through references and background checks.

Managing Director and HR Head hold the responsibility for ensuring this framework is followed throughout the recruitment process.

7.6 Decision to Appoint

The decision to appoint a candidate is taken based the content of his/her application and cover letter, his/her qualification to perform the required duties and responsibilities, and the way he/she performed in the written test or interview. For a senior level position, there might not be any tests or formal interviews, rather the recruitment will be based on the candidates' profile and past experiences.

7.7 Checks

Managing Director & HR Head must be satisfied with the fact that the information given by the candidate during the tests or interviews are authentic and true. Therefore, those information are checked through available sources to make sure that the employee is truthful about his qualifications and experience.

7.8 Offer of Employment

A conditional oral offer of employment is to be made by the Managing Director & HR Head within a week of interview. The offer must be on a conditional basis while the required checks take place in relation to security clearance, health declaration, references, and qualifications.

Later HR Manager will provide the candidate an appointment letter and statement of particulars detailing post, salary, benefits, holiday entitlement, notice period, working hours and location. If the offer is acceptable to the selecting candidates, they signed the appointment letter. When the following candidates joined the offered position, they have to write a joining letter to the HR Head.

When the selected candidate submits his joining letter, the HR Manager describes him respective responsibilities and introduce him to the other employees.

CHAPTER 8

8.0 Findings

Recruitment and selection are the core functions for choosing a right candidate for a right job. Many organizations follow different techniques for recruit and select candidates. As I did my internship at ITAL Adweg (Pvt) Ltd, I tried to communicate with the HR Head and HR Manager to collect the necessary information. That information is briefly discussed below:

For the worker level employees ITAL Adweg (Pvt) Ltd usually make their recruitment through internal referral and advertisement through newspaper and online job portals. From there interested candidates start submitting their applications for their desired posts. From those applications HR Executives screen candidates CV and then call them for interview session. After taking interview of candidates, ITAL Adweg (Pvt) Ltd select only those candidates who actually deserve the job as per their experience or knowledge about that particular job. After joining ITAL Adweg (Pvt) Ltd usually conduct a practical test on newly recruited worker to see what amount of output a worker can produce in a day. This is because ITAL Adweg (Pvt) Ltd put more emphasis on practical test as well as interview.

In terms of staff (officers) recruitment and selection, ITAL Adweg (Pvt) Ltd use to recruit employees through online job portals. They also recruit via newspapers. In recruitment process, ITAL Adweg (Pvt) Ltd usually takes written test to judge the knowledge skill of the candidates. If a candidate got selected then HR Managers contact with the candidate and arrange an interview session with Managing Director and HR Head. If he or she does well in interview then top level management select that candidate for a particular job. ITAL Adweg (Pvt) Ltd usually takes 20 to 25 days to offer selected candidates' appointment letter. In terms of internal recruitment, employee referral candidates also have to sit for a written test.

CHAPTER 9

9.0 Analysis and Discussion

ITAL Adweg (Pvt) Ltd aims at securing brightest workforce in the country. Therefore, they maintain a recruiting process that ensure they bring in the best talents in the country specially for the RMG sector. They offer a very competitive salary so that the employers are happy and give their best to ensure the best for the company. Company also arranges motivational programs, for example, training, workshops and other recreational activities so that the employees remain encouraged. In addition, the company also makes effort to build leadership within the organization to facilitate smooth transition of power whenever there is a vacancy in the leadership chain. All these organizational traits have helped ITAL Adweg (Pvt) Ltd towards becoming a successful company in Bangladesh.

CHAPTER 10

10.0 Recommendations

After analyzing ITAL Adweg (Pvt) Ltd's recruitment and selection procedures it has been found out that they have an excellent process of employee hiring and recruitment. Having stated that I feel the RMG sector in Bangladesh is getting more and more concentrated and competitive. Therefore, one needs to make sure they have the best, brightest and the most dedicated individuals to serve the company. I believe, although ITAL Adweg (Pvt) Ltd. maintains a fair and decent selection and recruitment process, there is a still chance of improvement. As such, I make the following recommendations:

- 1) "Succession Planning" technique should be adopted for hiring individuals for the leadership positions (i.e. managers and assistant managers). This will help the company to reduce cost of hiring employees from outside the organization.
- 2) ITAL Adweg (Pvt) Ltd's recruitment team should be more aware about the methods they follow throughout the selection process. They should be 100 percent confident why they are using a particular method or what they are trying achieve using such particular method. In addition, the selection process needs to be consistent. This will make a positive statement about the company hiring policies and regulations.
- 3) Phone or online interviews can be adopted to reduce cost while trying to single out the most potential candidates. These kinds of interviews also give a chance to interact with the candidate rather than taking a written test which may not very useful for certain positions.
- 4) Different interview process needs to be adopted for different positions. For selected positions, an presentation exercise can be included.
- 5) Employers need to be aware of the limitations of the selections process. At times, unfairness can occur at any stage of the selection process because of the shortcomings of the process. So one needs to be careful and think deeply before hiring an individual to make sure the company secure the best possible candidate.

- 6) The hired new employees should have an up to date knowledge on related new technology, company must understand this fact and work towards it during the hiring process.

CHAPTER 11

11.0 Conclusion

ITAL Adweg (Pvt) Ltd is among one of the most growing and improved garment factories in Bangladesh. The high quality of their products shows that they are very sincere and dedicated in the work. It also shows that they have a team of very good and highly motivated employees who work hard for their employer. As much as I could understand, there is no issues among the workers or between the worker and employees. The employer make sure that the workers and employees are happy with their remunerations and facilities. ITAL Adweg (Pvt) Ltd. strictly follow the guidelines for RMG industry and the labor law. They make effort to maintain a nice harmony between different departments of the company. The managing director and the owners of the company are extremely hard working as well. It should also be mentioned that the factory and the offices of ITAL Adweg are fully compliant with international standards of workers safety and work environment. They have all the facilities of smooth operation that include fire protection system, underground and overhead water reservoir, sufficient ventilation process etc. ITAL has the potential to be one of the biggest garments manufacturers of the country since they follow a fair and well-developed hiring process to make sure they select the best and highly talented.

Reference:

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