



**Internship Report
On
Recruitment and Selection process.**

**Internship Report
On
Recruitment and Selection process of**



SQUARE
PHARMACEUTICALS LTD.
BANGLADESH

BUS-400

Supervised by

Dr. Md. Mamoon Al Bashir

Senior Lecturer,

BRAC BUSINESS SCHOOL

BRAC UNIVERSITY

Prepared by

Amara Binte Yousuf

ID: 13104189

BRAC Business School

Date:12/08/2018

Letter of Transmittal

2018

Dr. Md. Mamoon Al Bashir,
Senior Lecturer,
BRAC Business School.
BRAC UNIVERSITY.

Subject: Submission of internship report on Square Pharmaceuticals Ltd.

Dear sir,

With due respect, I am submitting my Internship Report on the topic titles as “**Recruitment and Selection Process of Square Pharmaceuticals**” as a part of my BBA program. This is my honor to submit this report of my three months long Internship Program in Square pharmaceuticals. This report has been prepared to fulfill the requirement of my Internship Program at my assigned organization in Square Pharmaceuticals. It has been a great learning experience for me to work in the organization and preparing this report by outmost effort. Hence, this has been obvious for me to conduct similar types of studies in the future.

I am thankful to you for your guidance, suggestions, and constructive criticisms during the preparation of this report that only impelled me further into excelling. I genuinely hope that you would enjoy learning about the organization and its operational procedures besides merely evaluating the work based on the grading criteria set for this assignment.

Regards

Sincerely Yours,

Amara Binte Yousuf
ID: 13104189
BRAC UNIVERSITY

Student Declaration

With due respect, I would like to mention some people who assisted me during the completion of the Internship Program. Therefore, I, wholeheartedly, like to thank all of you.

In this practice, I would like to thank the Almighty Lord for giving me the strength to complete my work sincerely within the specified time. Most Importantly, I would like to thank my supervisor Dr. Md. Mamoon Al Bashir, who was always there to guide me and solved my difficulties whenever faced and needed.

I hereby declare that this report has been solely prepared by me and to the best of my knowledge. It contains no materials previously published or written by any other person which have been accepted for the degree at BRAC University or any other educational institution, except little information which have been duly acknowledged.

It has not been prepared for any other purpose, reward, or presentation.

.....
Amara Binte Yousuf
ID: 13104189
BRAC Business School

BRAC UNIVERSITY

Contents

Introduction:	1
Objective:	3
Mission:	3
Vision:	3
Sister Concern of SQUARE Group:	3
Internship Activity:	6
Duties and Responsibility	6
Learning Outcomes	6
Report Objective:	8
Methodology:	8
Human Resource Development	10
Personnel	12
Industrial Relations	13
HR as a Business Partner	14
ORGANOGRAM OF SQUARE PHARMACEUTICAL	16
Recruitment & Selection Process	18
Needs of Recruitment:	18
Mode of Recruitment:	19
Sources with witch employee search begin:	20
Timeline:	21
Critical Observations:	27
Findings:	30
Limitations:	31
Conclusion	Error! Bookmark not defined.
Bibliography	34

Company Details

Introduction:

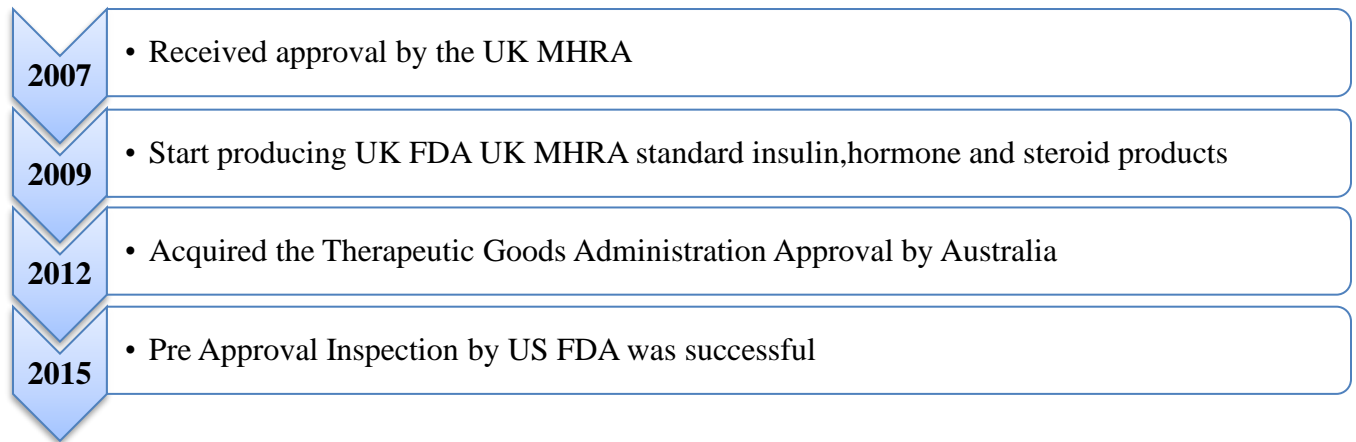


SQUARE today symbolizes as one of the most popular and successful industry of Bangladesh. From inception was held in 1958, since then it has escalated into one of the leading conglomerates in Bangladesh. Since 1985, Square Pharmaceutical Ltd possessing the robust commanding position among the pharmaceutical industry of Bangladesh. Currently, they are on the way to becoming one of the biggest Bangladeshi global player. They have expanded their range of products and services in the direction to the route of global marketplace. Square Pharmaceutical Ltd is the pioneer of the medicine export business since 1987. Currently; they are exporting antibiotics and other pharmaceutical products to 36 countries. The expansion of business and services has created the integrity and expertise of Square Pharmaceutical Ltd. ("Square Pharmaceuticals Ltd.")

History & Growth:

The journey of the Square Pharmaceutical has been no bed of roses. The history of this company and some notable achievement are given bellow:





Objective:

Our objectives are to conduct transparent business operation based on market mechanism within the legal & social framework with aims to attain the mission reflected by our vision. ("Square Pharmaceuticals Ltd.")

Mission:

Our Mission is to produce and provide quality & innovative healthcare relief for people, maintain stringently ethical standard in business operation also ensuring benefit to the shareholders, stakeholders and the society at large. ("Square Pharmaceuticals Ltd.")

Vision:

We view business as a means to the material and social wellbeing of the investors, employees and the society at large, leading to accretion of wealth through financial and moral gains as a part of the process of the human civilization. ("Square Pharmaceuticals Ltd.")

Sister Concern of SQUARE Group:

1. SQUARE Hospitals Ltd.
2. SQUARE Toiletries Ltd.
3. SQUARE Herbal Ltd.
4. SQUARE Food & Beverage Ltd.

5. SQUARE Informatix Ltd.
6. SQUARE Textiles Ltd.
7. SQUARE Fashions Ltd.
8. Maasranga Communications Ltd.
9. Mediacom Ltd.
10. Maasranga Productions Ltd.
11. Sabazpur Tea Company Ltd.
12. Aegis Services Ltd.
13. SQUARE College of Nursing

Activity Details

Internship Activity:

The main objective of this internship was to enrich my academic knowledge as well as the learning's with the real business perspective. It has opened up opportunity to have a greater concept about the environment of the business as well as the professional life that will assist me to develop an effective career in the long term.

Duties and Responsibility

- Updating and maintain Employee Database
- Maintenance and creation of individual File
- Synchronizing the Recruitment process for instance, collecting documents, calling the applicant, scheduling and managing the written exam as well as the interview and supporting other works.
- Providing support for administrative exercise

Learning Outcomes

- Keeping the privacy of information by maintain ethical standards
- Identifying, comprehending and performing with professional criteria
- Serving the stakeholders with proper approach
- Allocating time efficiently, multitasking ability and prioritizing important job
- Having ability to adapt with challenging situation
- Making habit of Double checking task

Report Details

Human resource is an assisting characteristic of the corporation that deals with humans control and acquisition, keeping them and coordinating tactics to make the personnel a skilled and efficient one. HR department of a corporation does not act directly with the profit making or financial assistance instead it helps numerous functions that help to benefit the most earnings in addition to make sure of acquiring the organizational objective. A Human Resource department plays an imperative part in tactics formulation as well as acquiring. Because if the employees are inadequate as well as ineffective to achieved desired goal then a good strategy will not bring any success. So, the Human Resource manager should be, a HR Manager should be up-to-date with all types of strategy and goals. So those updated strategies can play a role to other units. HR is a As HR is a supporting feature which needs to generate an alignment with the business unit objective and technique to set its own goal.

Report Objective:

This particular report is to reveal the assessment between theoretical as well as real life level knowledge comparability of Recruitment and Selection procedure.

Methodology:

Two sources of data and information has been used widely in order to make this report:

The Primary Source:

- Practical Work Experience
- Information from senior colleagues and Manager

The Secondary Sources:

- Annual Report of Square Pharmaceutical
- Various books, articles , compilations regarding the company

Functions of Human Resource Department

The HRM Department assures overall performance amongst all the listed work. Individual person have duties to attain goals as well as provide effective organizational support towards the organization. A detail of HR function is given below:

Human Resource Development

Manpower Planning –

Manpower Planning is also a part of Human Resource Planning. HR Planning is comprised of putting right kind and number of people at right place, at the right time, doing the right things for achieving the goals of the organization. An essential and significant role of the HR Department is forecasting and scheduling suitable flow of employee. Equaling the manpower Demand and Supply is also an important part of Human Resource Department. Considering the organizational extendable objective and methodologies, it recommends other units whether there in demand of any personnel or any particular skill is missing. Manpower plan is done after consulting with the other department supervisors.

Recruitment –

The first and furthestmost duty of the HR Department is arranging and fulfilling the manpower demand and supply in an organized order for the overall organization. Following various steps of hiring the right person for the right position with the required skills, HR Team employs most of their working time on recruitment.

Training & Development –

In order to increase the performance or productivity it is very important to improve or develop additional competency or skills of an employee and that could be acquired by proper training. This is the responsibility of the HR team to assure skilled and efficient staff for the organization.

Each and every department depends on for a prolific employee who is ideal for acquiring departmental objective. To make sure the productiveness and usefulness, organizing training program is a must for the employees and workers. Sometimes there could be some skill gap in the couple of the employees and it is crucial to analyze deficiency as well as organizing training program for getting better performance.

Career Development –

Career development of employees is an obligation rather than mere responsibility of organizations to address the ambitions of employees and create such job positions where they can accommodate their growing ambitions. It is said that, the employee will be more motivated and committed toward the organization if you invest on them. Each and every personnel are career cognizant and they will adhere to an organization where they feel that they have a chance exhibit their ability. Career advancement of workers is a commitment instead of unimportant obligation of organizations to address the aspirations of representatives and make sure work positions where they can oblige their developing desire.

Performance Appraisal –

Recognizing the worker effectiveness, giving non-financial benefits, empowering and spurring workforce through coordinate and roundabout media makes a difference the worker to be beneficial in their works and committed towards the company. Understanding the qualities and shortcomings of the worker is noteworthy as to put the right men on right work. The supervisor examines the component right behind the level of work performance of the worker and instructs them for maximizing their performance.

Compensation Management –

HR Director considers the arrangement of money related esteem in trade for work performed form the premise of remuneration and how typically overseen utilizing forms, methods and frameworks form the premise of compensation management. Honoring the best individual with right variables is the “glue” that ties the employee and the manager together.

Event Management / Celebrations –

Among the non-financial advantages, Celebrating special events like birthday, New Year etc. with the office colleagues and giving best wishes is a perception in each organization. In such case, HR department of Square Pharmaceutical Ltd is not slacking behind. Organizing an occasion for that person could be widely utilized suggestion and HR department team assures everyone's involvement within the celebration.

Personnel

Payroll Management –

The management of the money related record of employee's compensation, reward, bonus, net pay and deduction generally is called Payroll Management. Organized report of the worker financial is crucial in time of inspecting and tax collection. It is very important to settlement with the payroll manager. Employees do not respond empathically in any mistakes and irregularities. It is additionally imperative to note that, appropriate a well-timed payment of payroll makes a difference to keep the personnel's ethical and keeps up their inspiration to work for organization.

Personal Record –

It is very important to keep personal records and documents of each employee of the organization. To calculate the entire turnover of the year, each worker record who takes off the organization is stored. In addition, they keep the record for a long time to recognize whether the employee has committed any infringement already and depending on that, not permitting him to enroll in the organization.

Statutory Compliance –

Keeping up the labor law and treating the workforce agreeing to that's a vital work for HR Division. HR department keeps a sharp eye on any infringement of Statutory Compliance.

Welfare –

Worker welfare is a voluntary work of the HR Office. Fire quencher upkeep, work environment security, security from electrical risk and safeguard for common catastrophe is done for the worker welfare.

Employee Communication –

HR Team motivates employee interaction and develops an efficient team force.

Industrial Relations

Relations with the employee associations–

HR Division keeps up the contract with the personnel affiliations on sake of the organization. For any help from a third party, other division counsel with the HR Division and inquire for recommendation. It contains a list of organizations with whom they keep up the contract.

Disciplinary actions –

Restrained rules and directions are to be assured to preserve the quality of the working environment. Organization is exceptionally strict in any infringement of disciplinary activities. HR takes moment-measures in case of any issue emerge and handle the circumstance very effectively so that it does not disturb or obstruct the environment of the work environment.

Administration

Delivering the improvement services and regulatory back all through the organization falls beneath the major obligation of the full HR Division. HR in this case works as a business accomplice towards other business assistance. Major responsibility of the HR office lies within the authoritative assistance and most of the time of the day passes delivering such help.

Supports like;



SQUARE Pharmaceuticals Ltd. HRD has four wings:



HR as a Business Partner

With the emergence of globalization and increasing demands for efficiency conditions in the work setting have changed. The need for organizational flexibility and increased performance as a result of external pressures has led to a re-evaluation and modernization of internal functions and professional roles. One particular function which has developed significantly is human resources (HR). The traditional view of HR as administrative support has been replaced by an increasing focus on HR adding value as a strategic and business oriented function.

Alignment with Strategic Goals -

Execution of successful objective arrangement all through the organization in bolster of a well-defined methodology is one of the foremost imperative features of the HR division. Successful objective setting permits faster fulfillment of the company objectives and techniques. Utilizing objective arrangement to communicate target, record progression, and recognize worker qualities and shortcomings empowers management to act and make key choice quickly. By assuring the particular set of targets, HR office guarantees legitimate stream of work advance and make a difference the other worker to let know what they are anticipating to do.

Providing Metrics and analytics –

Each time there is the time to set a choice, HR department gives the best administration with metrics and analytics. For instance, when the best administration is on the edge of passing the annual budget for preparing and advancement, it looks for the HR division to provide the report on add up to preparing given final year, number of workers who gone to preparing and their points of preparing given final year, number of workers who gone to preparing and their points of interest, fetched related with those trainings, and require appraisal from the other division characterizing the skills.. HR Division offers a broad range of assistance for decision making by delivering the metrics and analytics to the necessary prospects.

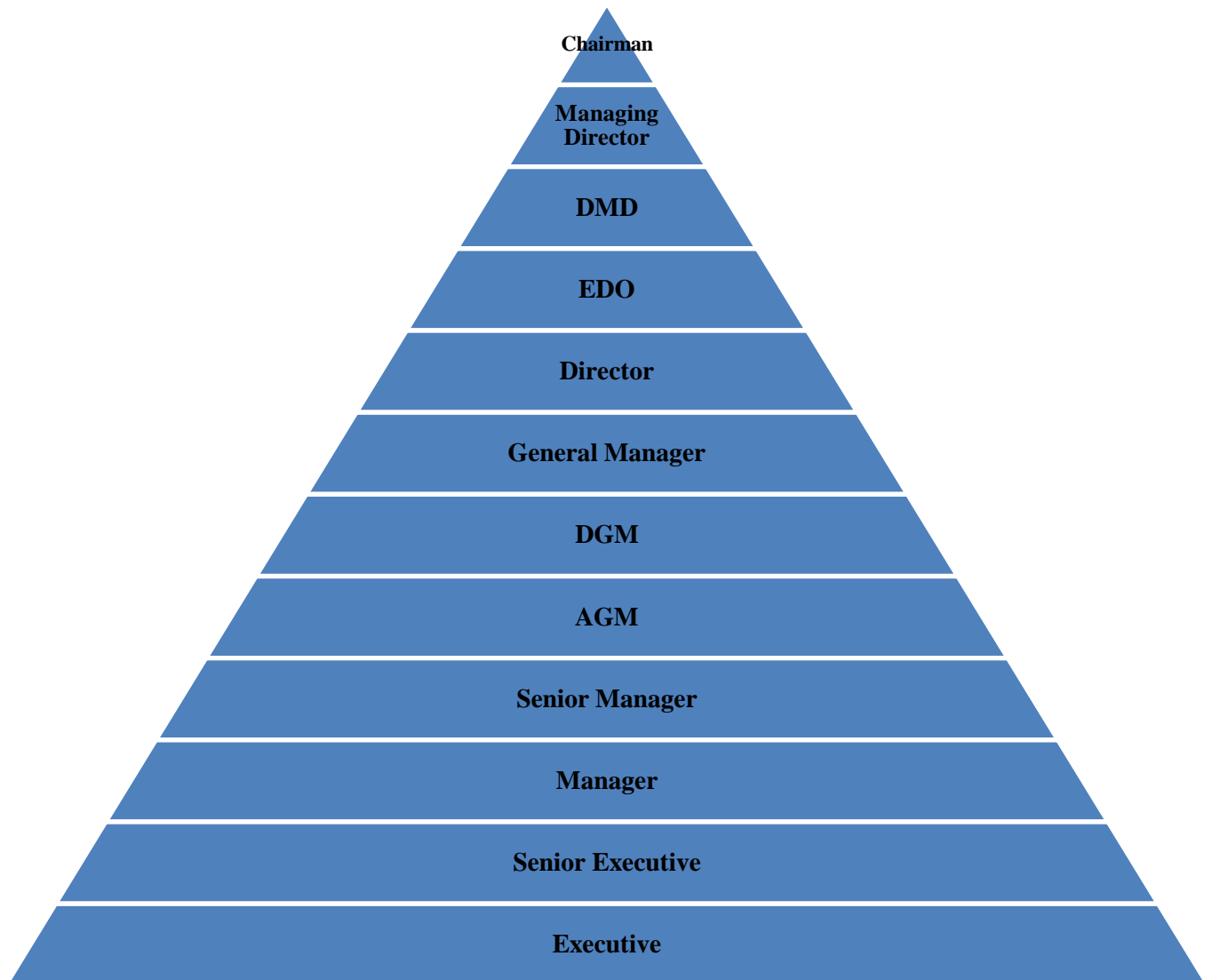
Skills Management –

It is critical to assure that right person with the proper abilities are put within the right position. Depending on the abilities required to achieve the business objectives, job description is to be set for the new enroll. On the other hand, if there dominates any ability shortage it is the sole duty of the HR division to require essential steps to hold the ability required.

Business Support –

HR acts as an authoritative assistance all through the organization. ID card order, business card printing, birthday program, stationary support, refreshments provide, premises administration, and other regulatory assistance are given to the entire business unit by the HR division. As a result, HR plays a crucial part in business assistance in spite of the fact that the team.

ORGANOGRAM OF SQUARE PHARMACEUTICAL



Recruitment & Selection Process

Recruitment & Selection Process

To convey the news of vacancies, recruitment process is needed when the company has to fulfill the places with competitive individuals. Now to explain the details we can say that ‘Recruitment theory’ mainly leads to the progression of finding & locating the competitive individuals who contains sufficient qualification & skill sets to satisfy the vacant positions in most well-timed and efficient manner.

According to Yoder, “Recruitment is the process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an effective workforce.” (“RECRUITMENT -HUMAN RESOURCE”).

In words of Edwin B. Flippo, “Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization.” (“RECRUITMENT - HUMAN RESOURCE”).

Now Recruitment actually works as the support tool of a firm to apply in their works and also to fulfill their required vacancies with potential individual and turn them into manpower resource. In most of the cases this process starts with: Vacancy scheming, Requisition and attracting possible candidates through various medium, i.e. Advertisement, Newspaper Ad etc. and ends with Application Submission.

Needs of Recruitment:



1. Planned:

Need which upsurges according to Organization Rules & Policy and also based on the Retirement dogma.

2. Anticipated:

Needs which upsurges due to Internal & External forecasting; pattern an organization can envisage by studying the business trends.

3. Unexpected:

Need which upsurges to fulfill unforeseen incidences, i.e. Sudden Death, Accidents, Illness, Resignation etc.

There are times when the organization needs long term goals to meet and that's the time a planned recruitment occurs. Maintaining the organizational practice there are a set of collective scheduling that the HR department follows. This could be in the basis of quarterly or yearly.

And there are some unwanted retirement like resign, emergency leave, unavoidable circumstances etc. in these cases HR department fill up the vacancies with an single or multiple internal pool of working candidates who are committable and worthy of those places.

Selection process:

Starting from selecting and screening CV's, selection procedure ends with joining of candidates. Putting the right candidates for the right position is the main motto of it. . If correct selection occurs, organization will go through less absenteeism and turnover rate will lower down which successfully occurred in SQUARE Pharmaceuticals Ltd. ("Employee Selection Process")

Mode of Recruitment:

Depending on needs, stratagem of business, new annex formation, SBU development plan, Urgency or unavoidable need of manpower, SQUARE Pharmaceuticals Ltd. contains various modes during their recruitment period. Kaliakoir, Gazipur Unit & Pabna Unit Kaliakoir, Gazipur Unit & Pabna Unit, these are the two unit that Square Pharmaceuticals along with the corporate headquarter manage alongside. HR department selects the methods of recruitment according to the need. There are Full time, temporary and contractual basis, out labor and internship, criteria's.

Sources with which employee search begin:

When the recruitment process starts it gets difficult when the department decides to pull candidates from external source. It is always easier to get the righteous candidates if they pull them from internal source because they already know their potentials as well as whom to put where. HR department of SQUARE pharmaceuticals get this job done very professionally and the procedure starts with the need and requirement for any position. According to the job specification and description, advertisement is created. The most important and trusted source for pulling potential candidates is SQUARE Pharmaceuticals Ltd. internal online portal. Except the internal portal they also collect CV's and posts advertisements over some online sources. They are:

1. Bdjobs.com:

Some pre-criteria are mentioned in the Bdjobs.com online portal and according to that the advertisement are broadcasted. Based on the criteria's appropriate candidates apply online and then those CV's are collected.

2. Chakri.com:

Same as Bdjobs.com online portal.

3. Newspaper Advertisement:

SQUARE pharmaceuticals official job advertisement partner is 'Prothom Alo'. This popular newspaper has the biggest outreach to the people of the state thus, it helps the organization to reach the candidates and attracts them over the nation.

4. Job Fair:

With job fair what SQUARE Pharmaceuticals Ltd. gets the chance to meet the potential candidates and collect their CVs. Most importantly Job fair is a great source to showcase what SQUARE Pharmaceuticals Ltd. actually stands for to provide necessary knowledge and create adequate amount of interest among the future candidates.

5. Internal Referral:

This is the source from where the department can get candidates, knowing their capabilities and potentials of the employees whom they are well known of from months. Being aware of their strengths and weakness, the selection of putting them in the right place gets easier.

Timeline:

An organizations enrollment procedure begin the minute HR division gets the order from other division’s supervisor with respect to new work and handle closes the minute due date of CV approval is filled up. Assortment procedure leaps from CV screening to the date when HR assures potential workers with joining date by completing all the official specifications. Below overall time is demonstrated:

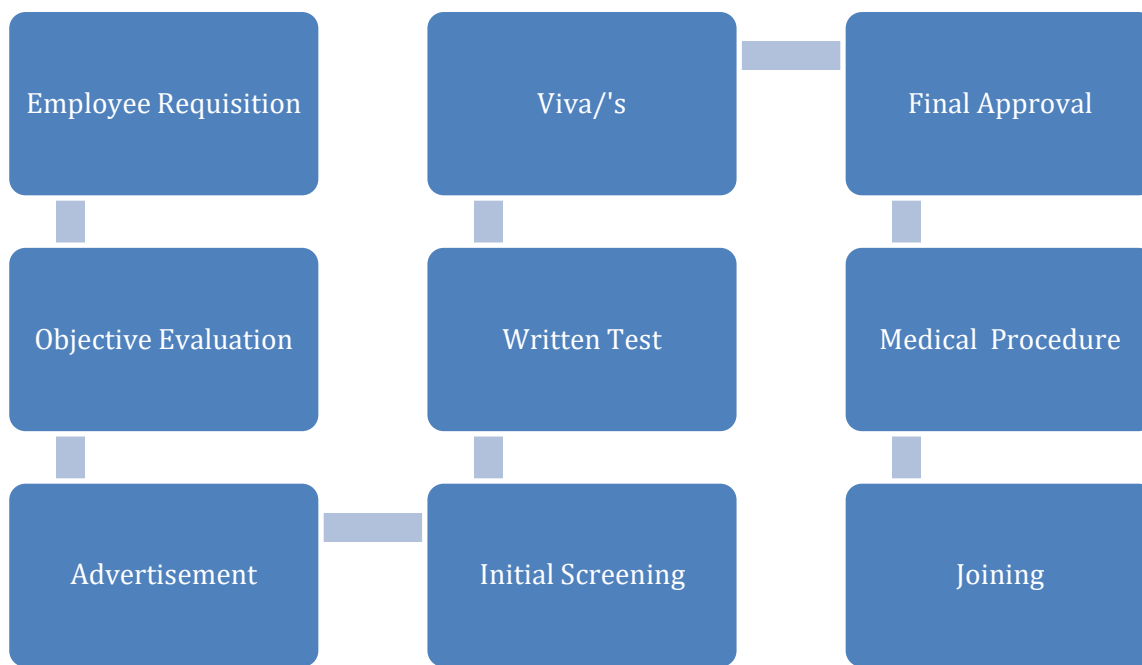


Fig: Recruitment & Selection Timeline

Employee Requisition:

Supervisors of other departments are bound to collect a special application if there is a shortage of workforce. The number of staff they need, the post they will be assigned to, the remuneration they will get, from when and where they will be hired; everything will be included in the application. The HR department will analyze the procedure of employment and make necessary changes if needed before taking any further actions.

Objective Evaluation:

Before authorizing the plan of enrollment of a workforce or a staff in a certain department, The HR department will securitize the necessity of the number of a workforce or a staff and will amend any shortcomings if they find any. They have the ability to increase, decrease, or decline the request of enrollment of workforce or staff. But before taking any decision HR will have to explain to the top level administration so that the administration can analyze if this enrollment is a imprudent decision or if this decision was made through critical analysis. This process helps the organization reach their goal.

Advertisement:

HR will analyze the description and specification of the post. Although they are always updated about the posts, they do not create any new description and specification of a post unless there is a new project. After analyzing all the criteria's of the job, advertisement is made and circulated in all types of media that are being used by SQUARE Pharmaceuticals Ltd. A deadline is given and CVs are collected in between that particular time. The process of recruitment ends with the collection of the CVs.

Initial Screening:

The screening process is a must in order to select the best candidates for the next part of the enrollment exam. Listed below criterions are closely analyzed for the purpose of selecting the best candidates.

- Work Experience

- Level of Education
- Training on Specific tasks
- Extra-Curricular Activities
- Age
- Location

Written Test:

The selected candidates are required to sit for a written exam which is held for 60 to 90 minutes. The higher the post, the more complex the questions get. Usually the candidates are given questions on real life scenario and case studies to understand their level of skills and understanding, their knowledge, their analytical ability and their ability of critical thinking.

Viva/'s:

The candidates who have selected for the written test has to face the viva board. The board analyzes the grasp of knowledge of the candidate and tries to understand the level of aptitude, smartness, quick decision making capability and stress handling capability.

Most of the candidates are disqualified for the enrollment process and the few who are selected sit for another interview with the HR board. Specific qualities are the candidates are again rechecked to analyze if they can cope with the atmosphere of the organization or not. The candidates also try to reach on terms about the salary. The candidates who satisfy all the criteria's are then hired for the post.

Final Approval:

After getting the name of the candidates who have/has been selected the HR makes a list which contains information like name, present & permanent address, education details, personal information, details of their position they were hired, the amount of salary etc. This list is sent to the HR heads and to the supervisors who requested the enrollment of these candidates in the organization. Another copy is kept by the HR to assess the joining process.

Medical Procedure:

After making the approval list, candidates are requested to receive their offer letter. They will bring their academic certificates and clearance letter from the previous job if they had any. Clearance letter is not applicable for fresh graduates. The certificates will be checked if they are genuine or not. For permanent job they will need to give some medical tests. All expenditures of the medical tests will be taken care by SQUARE Pharmaceuticals Ltd.

Joining:

After verifying all the certificates, clearance letter and medical reports, the process of joining initiates. The joining process can be delayed and even put on hold or even cancelled if the certificates are not authentic. Before accepting the offer letter, the candidates go through the rules and regulations of the organizations and they can ask for further explanation or make any queries if they want to. They need to submit the certificates listed below-

- Copy of Academic Certificates
- Copy of NID/Birth Certificate
- Copy of Job Clearance (Not applicable for Fresh candidates)
- Joining Letter from the Candidate

SQUARE Pharmaceuticals Ltd is very austere and disciplined about the genuineness of the documents of their employees. This HR departments work hard night and day to keep things fair so that the prestige of this reputed organization is not harmed in any manner.

The process which is described above is basically the common process of enrollment of workforce and staff by SQUARE Pharmaceuticals Ltd. This process is especially applicable for candidates who apply for the posts of Management categories. Non-Management posts, mostly the process is similar; but knowledge of their practical skills are critically analyzed as their work is of clerical manner. Both Management & Non-management staffs has to undergo 6 months temporary period before becoming Permanent employee. Only if any Executive (Management) staff has prior previous skills or experience or gives an outstanding performance during the temporary months— their temporary time frame can be reduced to 3 months.

For skilled based workman or laborers the temporary period lasts for 3 months according to the code of conduct.

The process of enrollment is slightly different of the Sales department. The sales department scrutinizes if their candidates are willing to move anywhere in Bangladesh, contains basic knowledge of science especially biology till H.S.C/B.Sc in Science, understands the significance of his job, has the potential to negotiate and sell products etc. The educational requirement varies from post to post. For Example: The post of Senior Promotion Officer requires graduation from any discipline and science up to H.S.C. For Agro vet & Pesticide department there is a minimum age limit. In most of the time, sales force's selected candidates have sit for Job Nature Introductory Test to understand their capability before acknowledging their actual training process, induction program. By going through this process the team as well as their future supervisor can understand how well an employee can adapt to the pressure and grab information from on-the-job training process.

Whole Recruitment & Selection Process is mostly similar, but screening and joining criteria might vary from department to department.

Critical Observations

Critical Observations:

Square Pharmaceuticals H R department beyond doubt represents the image of this well reputed organization. It has a very good work friendly environment where each employee or staff enjoys a good professional relationship as well as and private friendship. There is always a learning environment in the department and everyone does their best to help their co-worker and colleagues. I feel fortunate to be part of this department. I have listed the positive aspects of this department and what I learnt so far and what I am going to learn in the near future.

- ✚ **Ability and Creativeness:** Employees of Square Pharmaceuticals HRD get enough opportunity to show their ability and creativeness. Employees are highly motivated to share their creativity of their work. They get respected for showing some unique performance in their work, which is a great motivation for them. During my Internship I have managed to present my creativity which motivated me to give out the best in me.
- ✚ **Assessment Center Approach:** This approach is one of the mediums to analyze performance of the employees or staff. This is a long term process that helps to measure the performance of employees and staffs step by step and with a complete accuracy understand their skills and abilities in their working environment.
- ✚ **Use of SAP:** Square Pharmaceutical maintains their HRIS through SAP. The use of SAP is explained in details in –Chapter 3 of the report. This is helping the company to maintain their time of work and the manufacturing of their products swiftly and accordingly. This software contains a lot of information and gives the precise and desired result very efficiently.
- ✚ **Motivational Tools:** Motivation in a work friendly environment results in better performance for employees and staffs. In Square Pharmaceuticals not only employees and staffs are encouraged and motivated to constantly upgrade performances according to their best attempts. The department also celebrates various social holidays and even special days

like birthdays of their employees to keep them motivated and committed and as well as make the comfortable in their workspace

- ✚ **Fresh Graduates are Encouraged:** Fresh graduates are encouraged to apply for any vacant post in the organization. The HRD recruitment and selection department selects the best candidates for the company. Fresh graduates are always welcomed to express their views and ideas for the development of this organization.

- ✚ **Recruitment System Software:** To make the recruitment and selection process more effective HRD uses software named “Recruitment System Software”. Sorting, Filtering of CVs, posting of jobs, Selection of candidates are done very accurately in a short time. Applicants who apply online get their CVs sorted out with this software.

Findings & Limitations

Findings:

Recruitment as a means of strategic role for HR

Nowadays HR is considered the strategic key player for not only the organization but also in the era of modern industrialization. Human capital plays a significant competitive role for any industry. Professional and effective staffs and workforce not only gives an outcome of efficient productivity but also high financial gain. To achieve the departmental goals and target, it is imperative that the workforce understands the goal properly and implement a long lasting and efficient plan to attain it. For SQUARE Pharmaceuticals Ltd HR plays a critical role is attaining the strategic goal by making critical decisions on selecting the best employee or staff for the organization. HR Department very critically analyzes the ability to cope with organizational culture and behavior and the willingness to attain the set goals. While setting the goals, HR Manager deliver his skills and knowledge in decision making process and his consideration is given a lot of importance because the HR Manager and his team is responsible for ensuring standard quality and skilled workforce to attain the goals.

Recruitment function to help business operation

There comes time when the other departments were solely dependent on the HR to provide the needed employee in the right position with right salary. Top Management sets some criteria for every department and the department supervisors plan in such a way that the salaries that they give are not a waste of money. HR Manager sets a proper way of negotiation for the potential or future candidate and decides whether that employee deserves the job or not. Putting the right person in right time with appropriate salary makes sure that there is a clear flow of operation of business for other departments in the organization.

Recruitment as a means of building bridges within the sub-units

When a request of employee requisition arrives, HR team communicates with the respective supervisor and decides the recruitment process. Recommendations are considered from both the HR and the supervisor and finally come to a decision about the recruitment. Both the departments play a crucial part in question making and in the time of interview. Supervisors from both the

department seats together to evaluate the candidates. This helps the organization go closer to their goals

Limitations:

- Most of the information could not be retrieved due to confidentiality
- For the position limitations, many places were restricted to learn in depth wise

Conclusion

In the world of 21st Century, business is one of the challenging and dynamic situations where competition is ever expanding. To survive and sustain in this competitive world, the organization has to adapt new strategies and business plan with maximum efficiency levels in all departments. Competency and Skilled workforce is huge advantage for any organization. HR Department is responsible to ensure such kind of workforce and staffs are recruited. Effective training process helps the HR Department to keep the organization reach their goals. Having a good Recruitment and Selection process is one of the utmost important functions of the HR Team. SQUARE Pharmaceuticals Ltd. is trying to adapt with the world of ever changing globalization and establishing new strategies to expand the business to attain the long term objectives. With this vision in mind, HR Department is managing the activities in the most well planned and coherent manner and keeping up the pace with the rapid changing world.

Bibliography

- Gary Dessler, Human Resource Management, Twelfth Edition, Chapter 5, Personal Planning and Recruiting, Page-178
- "Employee Selection Process". Managementstudyguide.com. N.p., 2016. Web. 12 Nov. 2016.
- "RECRUITMENT -HUMAN RESOURCE". Management-anoverview.blogspot.com. N.p., 2016. Web. 6 Nov. 2016.
- "Square Pharmaceuticals Ltd.". Squarepharma.com.bd. N.p., 2016. Web. 12 Nov. 2016.
- Dessler, Gary, Human Resource Management (9th edition) ,Last Published: 2011 , Publisher: Prentice Hall, New Jersey
- French, L. Wendell, Human Resource Management (9th edition), Last Published: 2011, Publisher: Houghton Mifflin Company, Boston, Massachusetts.
- A. Noe & John, R. Hollenbeck, Human Resource Management (10th edition), Publisher: Irwin/McGraw-Hill, Boston, Massachusetts
- <http://www.squarepharma.com.bd/>