





An Internship Report on

**Recruitment and Selection process of Anwar group of
Industries**

United International University

Dhaka, Bangladesh

Recruitment and Selection process of Anwar group of Industry

A Report on
Recruitment and Selection process of Anwar group of
Industries

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Letter of Transmittal

Ms.Nasrin Akter
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Sub: Submission of internship report of Anwar group of industries

Dear Mam,

I am Submitting my Internship report with gratefulness And Administration. I have completed my Internship from Anwar group of industries. It is my Pleasure carry out the internship report under your Supervision.

It is integrating and very enlightening Experience for me, to work in Anwar group of industries. I had tried my best to gleam my (4) Four Months long work experience in my report and also tried to make this report successful.

I also want to express that the report has done following the report format and without any information being copied. In addition, all information used in the report is valid and relevant to the title.

Therefore, if you satisfied and accept this internship report, it would be highly appreciated.

Your most obedient student,

Joydeb Chandra Sarker

ID: 111 151 559

United International University

Acknowledgement

At The Beginning of this report I thankful to god, for give me the opportunity to complete my graduation from UIU. Then I want to thanks my parents for that, they have helps me by financially for this graduation. Without their help it could not be possible to complete my graduation.

I want to thanks my honorable Course supervisor Nasrin Akter Mam.Assistant professor, School of Business & Economics(SOBE).United International University, For all the encouragement and sharing the precious time during this Internship report program.

The Report format, that I have received from her, There had all the instruction for the report that how I will complete this report. And her all instruction helps me to start this internship report.

I would like to thanks Anwar group of Industries and also my Office supervisor Md.shohan Sir, and also all group of HR. Who helped me to learn many things from this organization that which was not possible to learn and get opportunity to learn in this organization without their help.

Finally, I want to thanks my all friends, and around my entire familiar person who helped me some times physically and mentally to overcome all problem about the Report and university life.

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Executive Summary

This report is done based on the recruitment and selection process of Anwar group of Industries. The intention of the study is, to know about the process of recruitment and selection process of Anwar group of industries, and get practical knowledge about HR work in organization. First, We explore the primary source, second is information and Data. To making this report Different sector, Department, Files helps me.

This report has 5 parts. First part is: Introduction, Scope, Methodology, Objective and limitation.

Second part is: Literature Review. Third part is: Organizational Profile. Fourth Part is: Work Analysis. Five Parts is: Findings, Recommendation, Conclusion, OR References.

Recruitment and selection is important. Because, it is helpful for any organization. It provides credibility for an organization. It makes believable any industry inside of people by beter recruitment and selection process. It provides Specifically Job description. Because, by this job description people can make clear about his or her requirment. What he or she have to do. Transparency process .By better recruitment and selection process it is possible to prove that, this organization is not doing any discrimination, No gender discrimination. It is possible to get best employee for any post in any organization by better recruitment and selection process. Also possible to reduce turnover rate and reduce cost from the organization by better recruitment and selection process. The best thing of recruitment and selection process is competitive advantages. By expert employee an organization can get competitive advantages by better recruitment and selection process. So recruitment and selection process is most important.

This report explained about recruitment and selection process of Anwar group of industries. Here discussed about the recruitments Steps. How and what process is done for the recruitment and selection. Here discussed about the Mission, Vision, and Organizational Department, units, Organizational Chart, Brand list and also many things. Here discussed about the Achievement of this organization. In this report I discussed about my internship work. How I have joined the candidate, all the steps and process that I have done in the organization. Here discussed about the comparison of recruitment process from various organization. In this report has a finding of Anwar group lackings. Also given solution in the recommendation.

This report is based on my internship Knowledge of Anwar group of industries recruitment and selection process. This Internship program helped me; to learn many things about the recruitment and selection process of Anwar group of industries and this knowledge also will be help me in my future career of job.

Chapter 1

Introduction

Recruitment and Selection process of Anwar group of Industry

This Study is conducted to complete BBA Program from United international university (UIU). Every student of BBA program, Complete their graduation by doing Internship or Project. I have done internship 3 to 4 month in Anwar Group. I have made this report in the topic of recruitment And Selection process, that I have gain knowledge about recruitment and selection from the Anwar Group, by doing Internship in this Position.

This Report is a Study of the Recruitment and selection process, Supportive Management, and working Environment context of Anwar group of industry. I have focused here Recruitment and selection process in HR Practices of Anwar group.

This Report is Illustrate a Basic reflection about the Recruitment process of Anwar Group. The Study will learn about the recruitment issues, importance, modern techniques and models used to make it more effective. The study will help to learn the practical process following by leading organization.

In This report, the Information also taken by primary and secondary data sources. In this report the Questioner are included to know about the people concept about recruitment and selection process.

In this report has explained about the importance of recruitment and selection process. Here also given the chart of Anwar group. Comparison of recruitment and selection process with other company of Bangladesh is given in this report. Importance of recruitment process is given in this report.

So this report is made for the explain the information about the recruitment and selection process of Anwar group.

1.1 Scope of Study:

The Recruitment and selection process is a good thing or main organizational part in an organization. A good organization is not owned by one day. And it is not success by only one worker. There has contribution of many honest workers. So a skill and honest employer is selected after all the selection or recruitment process. HR are complete this all activities, by the better recruitment and right selection of employee. An organization future can be bright full by right selection.

1.2 Objective of the study:

There has some objective of this report. That I have done this report. There have 2 objective criteria.

A. General Objective: There have some general objective of this report.

- ❖ To learn about the organization (Anwar Group Of industry).
- ❖ Learning about recruitment and selection and get real life experiences.

B. Specific Objective:

- ❖ Describe about the organizational activities.
- ❖ Describe about the Anwar group recruitment process, How they are special; from another company.
- ❖ Get Knowledge about the organizational culture, and explain it.
- ❖ Analyze the process of recruitment and selection.

1.3 Methodologies Of the study:

The report I have been doing it is based on my practical knowledge. Though some information have there that I have taken from the primary and secondary data. But most of the information I have given that I have done with practically in organization.

❖ **Primary Sources:**

The primary data of this report have taken from my personal experience, that I have gotten from practically from the organization of Anwar group of industry, By doing the internship. I

Recruitment and Selection process of Anwar group of Industry

have worked in Recruitment and selection and also others.so mixed of work in HR department, this all information is primary data work source.

❖ **Secondary Sources:**

Some of information has taken from the organizational worker, Supervisor, AGM, and also manager.

Also information is taken from other sources. Like,

- Book
- Other Report
- Google search
- YouTube Help
- Other Related Factor

1.4 Limitation of the Study:

- Employee Empowerment
- Secondary data Sources Information
- Taking Photo In some important working place is prohibited.
- Some internal Information is not right to know as an intern.
- I have worked There 26 November to march 26. If after this date Recruitment and selection process also developed, that I cannot be adding there.
- Working time and limitation of intern time to learn.

Chapter 2

Literature Review

2. Literature review

Anwar group of industries identify the job vacancy, Analyse job requirement, Reviewing applications, screening, sort listing, and select the candidate. To increase the hiring efficiency, It is recommend the HR team to follows some good practices. The organization started its journey at 1834.It has different types of sector and department. The organization has many units. All units are doing work best. Anwar group has good process for recruitment and selection. Anwar group has many products. Like Anwar cement, cement sheet, Anwar pipe, Anwar ispat, Galvanizing.Etc. Anwar group has their hospital also. It has High school, School, Etc. Anwar group has 2 types of recruitment Sources.

1. Internal
2. External

And also other thing is includes. Like, Advertisement, University career office, Job fair, Internat.Etc process is done for selection.

Anwar Company has best process for recruitment. Anwar group does not tolerate any discrimination, against any person. Allocation of candidate position is depending on his knowledge, Skills and ability. In the Recruitment segment of HR department, 2 Respective HR has. The name of 2 respective person is.

- ✓ Jahirul Alom Shohan,Executive(HR)
- ✓ Malik Mehedi Kabir of HRD

2.1 Recruitment and selection process of Anwar group

Stage of recruitment Process:

- Regular
- Contractual(6 to 1 year)
- Muster roll
- Internship

In the Anwar group the Recruitment and selection process is large process. This is started from Job vacancy and Selection. Some process factor is given:

Recruitment and Selection process of Anwar group of Industry



Recruitment

Selection

Stage1 –Vacancy Created:

At First, when any department vacancy is created, The Department Co-Ordinator Communicate about the vacancy with HR department through employee requisition Form. Then the respective person of HR department Start the process of Recruitment.

Stage 2- Sources Of Recruitment:

We can divide this into 2 Parts. Internal and external.

- ❖ **Internal:** Anwar group things that current employees are major sources for recruitment, Or entry level position. Internal candidate are aware about the organizational rolls and regulation, and they know about policy of promotion and transfers. Transfer and promotion are done by the line manager with little involbment of HR department. HR department become Involves when internal job opening are publicized to employees though job positioning program. This informs employees about opening and required qualifications and invites qualified employees to apply. The notice is provides by informal process. Like, Mail or verbally. The level of Entry position, management of senior position is filled by the process of merit or external process of recruitment. For the Low and mid-level position, Job posting is common.
- ❖ **External:** When Anwar group is cannot find any employee internally then they find candidate of externally. External are done by this steps.
 - ✓ Write-ins
 - ✓ Employee Referrals
 - ✓ Advertising
 - ✓ University Careers offices
 - ✓ Internet

Stage3-CV Sorting:

When job advertisement is posted, The CV sorting process make start. The HR department sorts the CV by the requirement of need and position of organization.

Stage 4- Written Exam:

After CV selection, the candidates are call for written Exam. The Written exam is taken in the Hr. department. The Exam is done by question that his position related and also others, by

Recruitment and Selection process of Anwar group of Industry

which can make clear knowledge of candidate about the position and work. The Written exam includes English, General Knowledge, and Analytical ability, job knowledge Etc. Exam can be taken by written or Computer. By which candidate computer knowledge is justified on that time. Written exam is depending on department head that is not much mandatory. Exam time is depending of Department. The Head department sends the question to the HR, and HR, take the Exam.

Stage 5- Interview:

Interview is taken by only one day. Normally HR. Personally takes the interview, but for the senior posts (Chief Engineer, Assistant Manager) and also respective person takes the interview. But for any post of interview session, that is considered to be one of the highest positions of the Hirers level. Like Managing Director, Deputy managing director or executivedirector. And Interview session is takes by a special interview manner. In some interview Chairman, Vice Chairman, and other Executive and dirtors take part in interview. The interview part is 2 processes. First is, Screening Interview and second is detailed interview. The first steps is taken candidate normal interview where make general question to see the candidate smartness and nervousness. And in second steps, make question about the job related. And also question is done seriously to know about the job knowledge of the candidates. In interview, have no fixed time. All depends on interviewer how he judge the candidate, and how the candidate also connivance the interviewer.

Interviewers have a form which is called interview Assessment sheet. It has 3 Section. Like:

- Total points of interviewees particular area of observation
- Total point information about current salary, Expected salary, notice period and expected date of joining.
- Particular area of observation.

Stage 6-Verbal Offer:

After final interview selection, Candidate asked about his/her expected salary from the job. After salary negotiations, Explained about the job benefits that she/he will get in the job.

Stage 7-Reference Check:

When the candidate is accept the offer, Then the reference is checked which is mentioned his resume.

Stage8-Finally Selected:

Recruitment and Selection process of Anwar group of Industry

After all the activity, after reference checked if everything is ok, then the candidate is selected for the position. The candidate is given appointment letter. And with the appointment letter, another papers or documents are given. The joining Pack is:

- ✓ Checklist for New joiner
- ✓ Checklist for contractual
- ✓ Joining Report
- ✓ Non-Discloser Agreement(NDA)
- ✓ Employee Personal Record form
- ✓ Employee Id card
- ✓ Welcome Box(include Mug, Note book, Pen)

That is conducted before confirming job. After confirmed he/she gets additional allowances along with his basic salary. Dearness Allowance, House rent, conveyance allowance, Medical allowance, Entertainment allowance and special allowances.

2.2 Importance of Recruitment and selection and organizational development

Recruitment and selection process is must important for all organization. It is important because of many resone.Like:

A. It Provide Credibility Of an organization:

Selection and recruitment policy is show the credibility for an organization. Because at this time, there has many job vacancy which is not genuine, And many people get trapped to go there. So for that reason, Good companies are making some process that is belivable.so Recruitment and selection is important.

B. An Appropriate Job Description:

By a good recruitment and selection process job description is written for the candidate. Candidate can know about the job requirement and what he should have to be do he makes clear about that. It also makes commitment that what opportunity should be for the candidate. Candidate make interested by this process.

C. Transparency in hiring Process:

By the Recruitment and selection process, a company can prove their pureness. Candidate should believe that no stereotype ness in there. People will believe that no religion discrimination is there. So it's a good opportunity for the organization to prove the transparency by pure recruitment and selection process, by which people will trust the organization.

D. Get Right candidate:

By the proper recruitment and selection process, Organization should get the Expert candidate for the organization. Who will able to develop and get the competitive advantage.

❖ Organizational Development

A good recruitment and selection process must develop the organization in many away. Like:

- A. Competitive advantage:** An expert employ can increase the productivity of work, and can do better with other organization. So smart employee can get by proper recruitment and selection process. So by this develop organization.
- B. Pro-activeness:** The organizational HR is makes all time proactive. When an organization is need a candidate. Then HR,make process for better candidate for a position.So,By recruitment and selection process, After screening many candidate,HR received best one. So this best one is getting organization by HR, recruitment and selection process. So, this also helps to developed organization.
- C. Reduced Turnover:** when an organization is hire people who are more knowledgeable and skills, and also right personality, ultimately it proves after day is a happy worker. A good working environment also help good employee to better wiork.as a result lower turnover of experts and better work plus make higher profit of an organization. So a good recruitment and selection process is also developing the organization.
- D. Reduced Cost:** For Good recruitment selection of employee, fewer return, less time spent, Decrease cost. As a result developed the organization.
- E. Higher quality full Employee:** By recruitment and selection process can get quality full employee. As a result developed the organizational work.

So, I can say this if better recruitment and selection process is occurs an organization, and then a proper candidate can get. And by this organizational development is possible by this. So a proper recruitment and selection process is most important.

Chapter 3

Organizational Profile

Organizational Profile

3. Background of the Anwar group of industries:

Anwar group of industries (AGI) is a big organization in Bangladesh. Very few competitors has against this organization. It was established at 1834, By Late Lakku Mia. It is a family owned Business. It has great and clear mission of reach in the top position by providing best and by making satisfying the customer need.

One Generation has passed over the responsibility of management of next, its provide Experience to its own are. This organization growing to become giant of industry of the country and making or creating a National and international networks. The Anwar group of industries has 12000 plus Employee. They are backbone of success of this organization.

At this time the chairman of this Anwar group is Anwar Hossain, Who has a high Reputation and respect in society. Anwar group Management maintain strong ties with members and political Parties, Civil administration and Defense.

This organization Has Includes with some sector or company. Like: Textile, Bank, Financial Service, Insurance, Building Materials, Real Estate, Automobiles, and Engineering.



3.1 Anwar Group profile:

- ❖ Anwar Group Of Industries
- ❖ Established Time: 1834
- ❖ Headquarters: Baitul Hossain Building27,Dilkusha commercial Area,Dhaka-1000
- ❖ Chairman: Anwar Hossain
- ❖ Group Managing Director:Manwar Hossain
- ❖ Employee Total: 12000 More than that.

3.2 Mission of the Anwar Group:

- ✓ Developing People
- ✓ Deliver Superior value to the Customer, Shareholder, Employee and Society.
- ✓ Providing a good work environment.
- ✓ Investing in HR. Process and Technology continually.
- ✓ Making Friendly Environment and meet with Social responsibilities.
- ✓ Taking all quality leader in all sector
- ✓ All time come inside of people with new products, And making satisfy them.
- ✓ To remain best diversified group in Bangladesh, And also Ability to satisfy customer need.

3.3 Vision of Anwar Group:

- ✓ Making pioneer the heritage continually and leader's development.

3.4 Objectives:

Anwar group want to make the organization best inside of the people and providing the best product to the customers. For that, The Company is serious about the Speed, Flexibility, Efficiency Innovation, for operating company.it want to linked with internationally.

3.5 Values:

- **Integrity:**

Recruitment and Selection process of Anwar group of Industry

The Anwar group of industries is following the integrity. It tries all time to doing the all work activities with honestly.

➤ **Commitment:**

In the integrity foundation, there is need to give value to all stackholder. The Organization take its commitment to all employee.

➤ **Passion:**

The working environment, working process inspire all the worker and they tries to give their best effort.

➤ **Work Together:**

The organization has system to work with together. And also across working is done in this organization. No gender discrimination has in the organizational work.

➤ **Speed:**

In the organization all workers are serious to their work. All employees try to finish their work with in the time.

3.6 Brand List of Anwar Group:

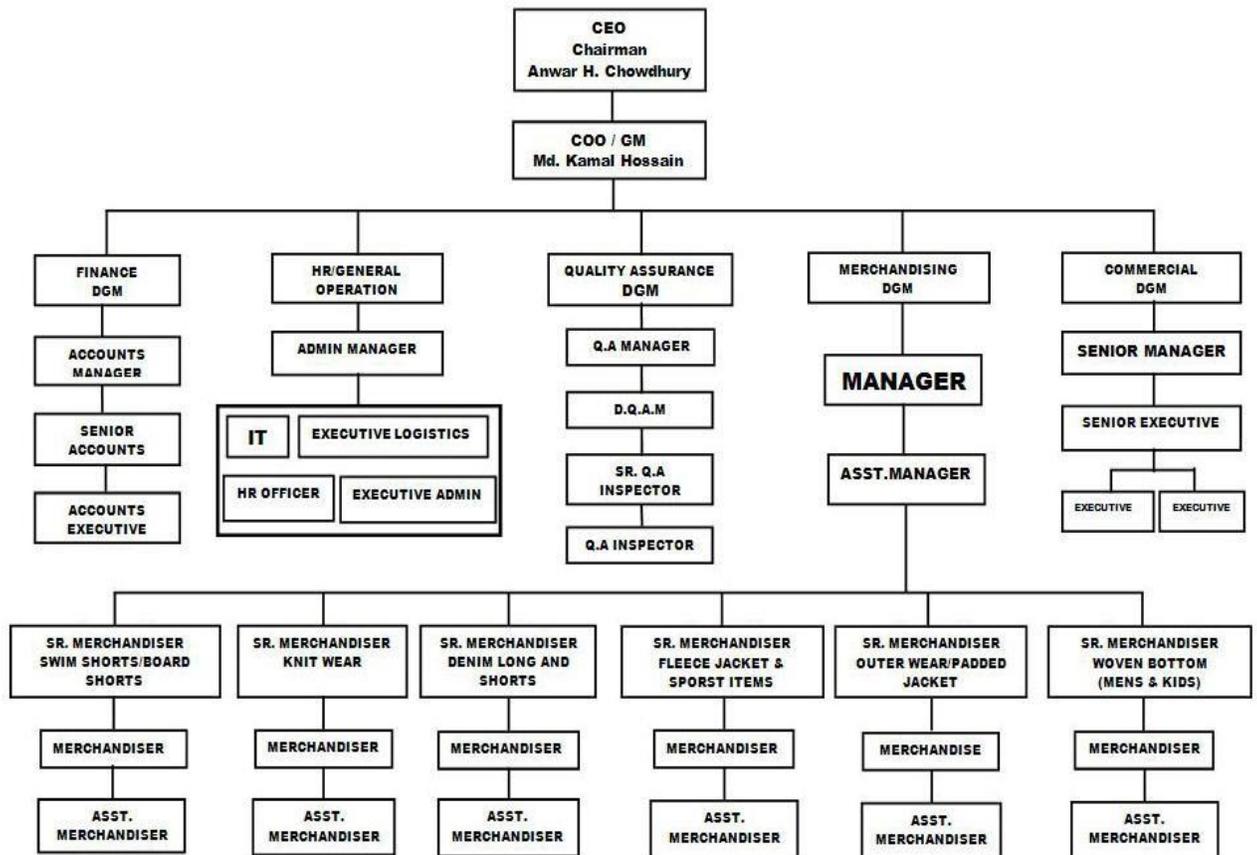
- Anwar Textile LTD.
- Anwar Ispat
- Anwar Cement
- Anwar Cement Sheet
- A one Polymer
- Galvanizing
- Jute deviations
- Automobiles
- Real Estet
- Infrastructure
- Furniture.
- Financial.

3.7 Anwar Group Department:

- Product Development
- Production
- Quality Control
- Commercial
- Engineering
- Technical Service
- Marketing
- Sales and Distribution
- Accounts and finance
- Production planning and Inventory Control

3.8 Anwar Group of industries Organizational Chart

Organizational Chart



3.9 Achievement of Anwar group

Anwar group of industries is the big one organization in our country of Bangladesh. It is a popular organization in our country. But to establish this organization, had too much sacrifices of the chairman of this group Anwar Hossain. So with in long days of this organization, It has archived many things. Some of the achievements are given there.

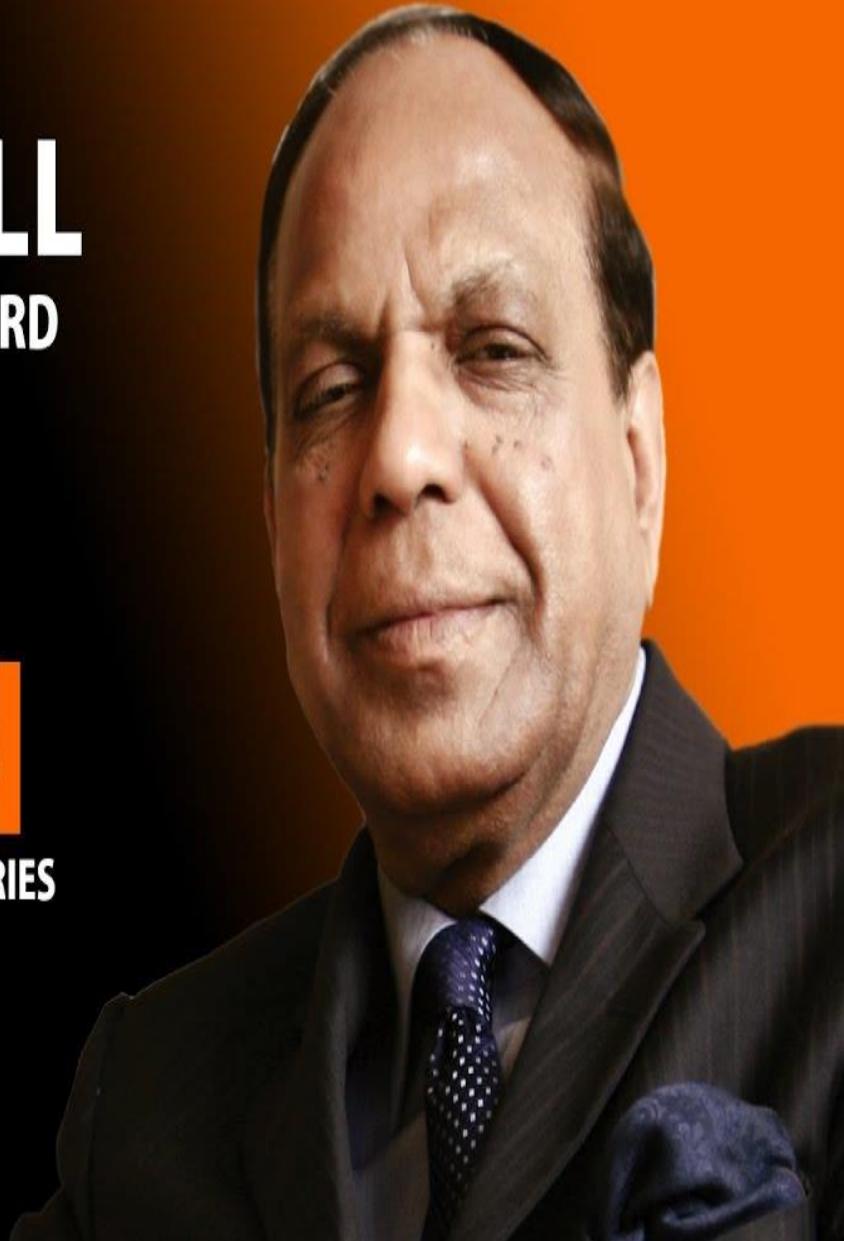
- ✓ 1992 Mawlana Bhashani National Award
- ✓ The Financial Mirror Robintex Business Award 2006-2007
- ✓ 2002 Sher-E-Bangla Memorial award By Bangladesh youth front
- ✓ 2010 D&B Corporate award
- ✓ DHL daily start Business Personality Of the year 2011 to Alhaj Anwar Hossain
- ✓ Anwar Hossain Has achieved Bangladesh business award.
- ✓ Son of Dhaka award to Anwar Hossain by Dhaka Chamber of commerce and Industry
- ✓ By don Sundry Facilitation and Consultancy Lifetime Achievement.
- ✓ 2018 Runner Up at Eo Social Impact for CSR.
- ✓ 2018 International Construction Award by Global trade leaders club.
- ✓ Bangladesh CSR leadership Award.
- ✓ Asia one –global Asian 2019 Business Leadership award.
- ✓ 2019 The Buzz Award
- ✓ Real-estate sector most promising Brand Award.
- ✓ world HRD congress Technology award.

RISE ABOVE ALL
LIFETIME ACHIEVEMENT AWARD

ANWAR
HOSSAIN

CHAIRMAN, ANWAR GROUP OF INDUSTRIES

DONSUMDANY
Facilitation & Consultancy



Chapter 4

Work Analysis

4. Procedure of general Recruitment and selection:

The recruitment and selection process of generally given. Firstly the HR executive is seeing the need of the organization employee post. Then The HR executive post the vacancy in the website, or other sector or online. Then, shortlist the all CV that the HR thinks need to collect. Then give Call, Massage the candidate for written test. After that selected candidate call for interview. After final interview the candidate are finally selected. After selection, the organizations HR give the candidate a specific date for joining. Then the candidates come and join.

4.1 Work analysis

Recruitment and selection process of Anwar group of industries is a big process. I have done many works in the organization as an intern. I Have seen that, very nicely the organization do all the process for recruitment and selection. The organization, respectfully inform the all candidate for the interviews.

I have got an opportunity for the work in this organization. I had called the candidate who was selected for interviews' had called and talked with them with formally for coming the organization for the interview. After come candidates, I took them conference room to sit. Then said the pion for provide them coffee. After that i called the interviewer for taken interview. I prepared all the people cv before the interview. I also made the assessment Sheet and Interview Attendance Sheet .Then I called candidate by serially, who came by serially. After interviews, candidate is selected.

When candidate were selected, a specific date fixed to make joining the selected candidate. I again called them for the joining. After coming the candidates, I joined them. But before joining all papers was ready by Me. Before coming the candidate, all necessary papers and documents had to take by the candidate.

There were some procedures, for the joining candidates. The candidates needed to fill all documents that were given by the organization for joining. This all work was done by me, I got the opportunity to do that. The papers are:

1. joining latter
2. Annexure A,B,C
3. Appointment Latter
4. CV

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5. Clearance from previous Job
6. NID Cart(Spouse,Parants,)
7. Declaration Form
8. Personal Information Form
9. Job Description

This all papers are for to joining candidate. As an intern I have checked all the paper properly. I completed joining by maintaining all this work activities.

After complete the joining, training session was occurred. Training was done by 3 days. After all the works activities, I have made a list of them unit wise. I have joined 4 units. Like:

ACL, ACSL, AOPL, AIL. This 4 unit Joining and work activities was done by me.And also other works were done by me.Like, Salary department work, others work maintenance.

So, in internship I have learned this entire works.

4.2 Compare work in various industries

(4.2).1 Z-Jan's Pharmaceuticals PVT LTD:

It is a production, medicine manufacturing and company. 120 employees is response there to working activities. This company has recruitment and selection process that is not similar with my work activities. This organization does not want to take fresh graduate executive level. They have not the process of pre-Screening. Here for recruitment and selection the candidate are interviewed with personally. Many employees believe that they do not give any advertising and online news for vacancy. All are occurred by the pool of candidate. Sometimes External source but many time internal sources are used.

Anwar group:

As an intern I have worked in Anwar group. There the process is too much different. There is given advertisement for the candidate in vacancy moment. Also selected candidate from the university job fair. So, I have worked in Anwar group. This group is different from this Z-Jan's PVT Company, as recruitment and selection process.

(4.2).2 Ferro Pharmaceutical :

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This is also a Pharmaceuticals company. Almost 100 employee work there. No HR forecasting is there. People think that they don't use any job vacancy in company website. They are also used pull system in their organization. Interview of candidate are taken by the line manager. HR manager does not take any part in the Interview. This company disappointed of doing candidate specification, Job objective.

Anwar Group:

HR forecasting is doing there. Job vacancy is providing in Company website and other places. Not only line manager but also AGM, HR manager, JM is include in the interview in some times.

(4.2).3 IT industries:

This industry is do internal and external both Process of recruitment. Very cheapest mode is occurred in entry level position recruitment. For the Mid-level there is recruitment done internal. But internal and external ratio of recruitment is 50 to 50.

Anwar Group:

There is also done internal and external recruitment. But no specification for Mid-level and Entry level. But for mid-level experience also matters.

(4.2).4 ACI Limited:

Its big company in Bangladesh. They have good recruitment and selection process. They use internal and external source of recruitment and selection process. In the vacancy time they sometimes recruit people from the internally from the organization. Sometimes recruit from outside the organization. The recruitment and selection process is done by HR. They make advertisement for vacancy.

Anwar Group:

Anwar group is also recruiting from internal and external. There has some similar process in the process. So, I have made some work in the Anwar group, which is some similar with the process.

So, I can say that. There have many organizations in the country. Much company has different types of working process. Recruitment and selection process is also deferent in much

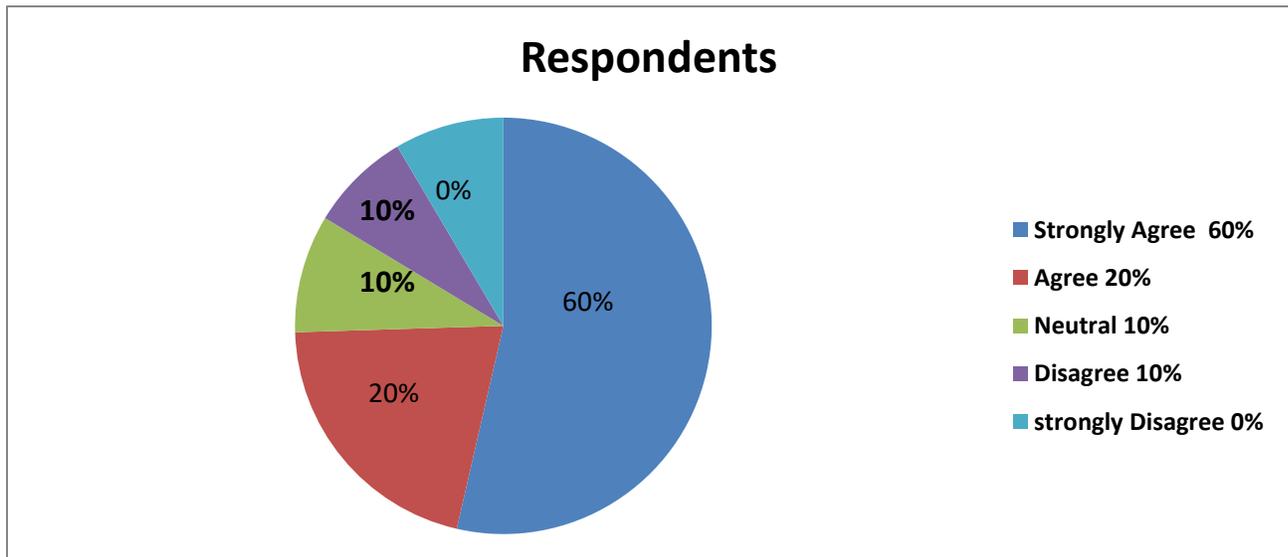
organization. I have worked as an intern. I worked as a recruitment and selection work. So various organizations has various working style

4.3 Analysis Questionnaire

Some questionnaires are made for the people, Friends to analyses about the information about the Anwar group. Like:

(4.3).1 Does Anwar Group is Use internal Sources for recruitment?

Particulars	Respondents	Percentage
Strongly Agree	6	60%
Agree	2	20%
Neutral	1	10%
Disagree	1	10%
Strongly Disagree	0	0%

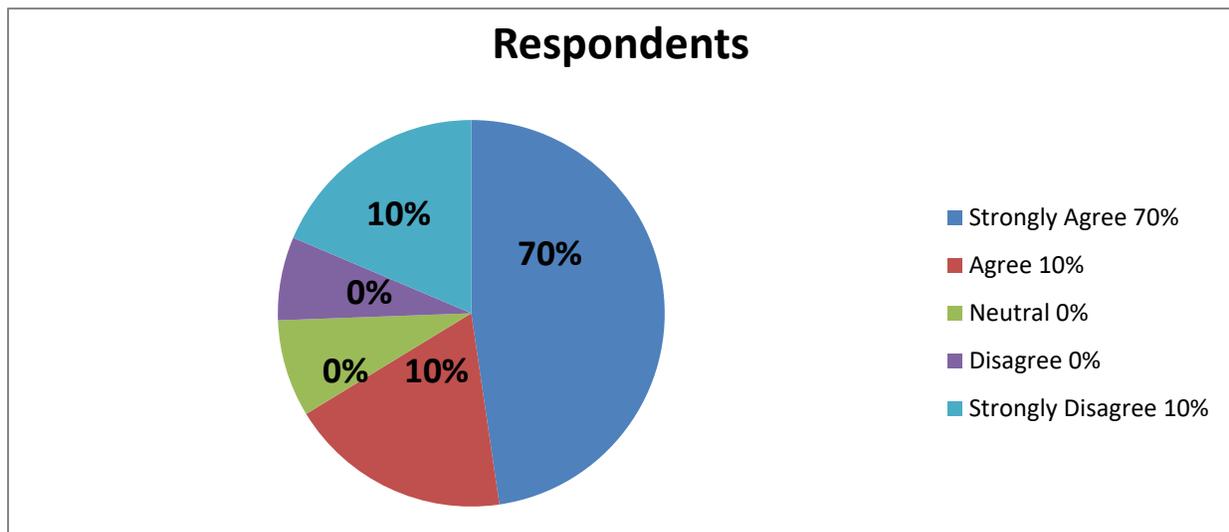


Interpretation: Here 60% has responds said strongly agree,20% agree,10% Neutral,10% disagree and strongly disagree is 0%.

Comment: 60% is agreeing about the study. So Anwar group of industries is using internal sources for recruitment.

(4.3).2 Does External Sources use in the organization?

Particulars	Respondents	Percentage
Strongly Agree	7	70%
Agree	1	10%
Neutral	0	0%
Disagree	0	0%
Strongly Disagree	1	10%

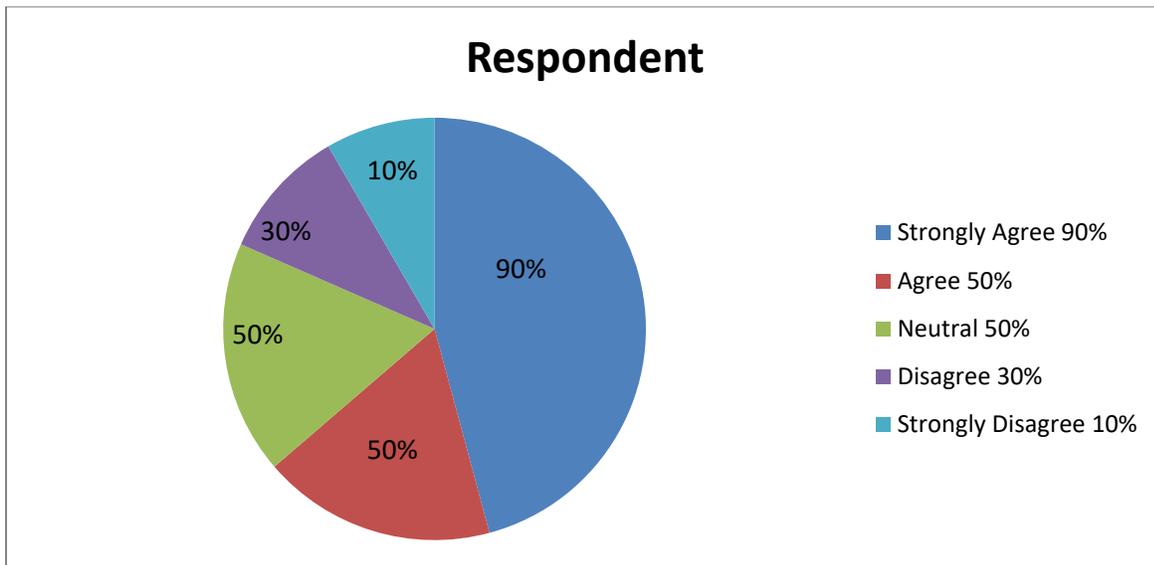


Interpretation: Here 70% responded Strongly Agree,10% agree, Neutral and Disagree0% Strongly Disagree 10%.So we can say

Comments: Here 70% are Strongly Agree. So Anwar group is also made External Sources of recruitment.

(4.3).3 I am satisfying Of Anwar group Recruitment and Selection Process.

Particulars	Respondents	Percentage
Strongly Agree	9	90%
Agree	5	50%
Neutral	5	50%
Disagree	3	30%
Strongly Disagree	1	10%

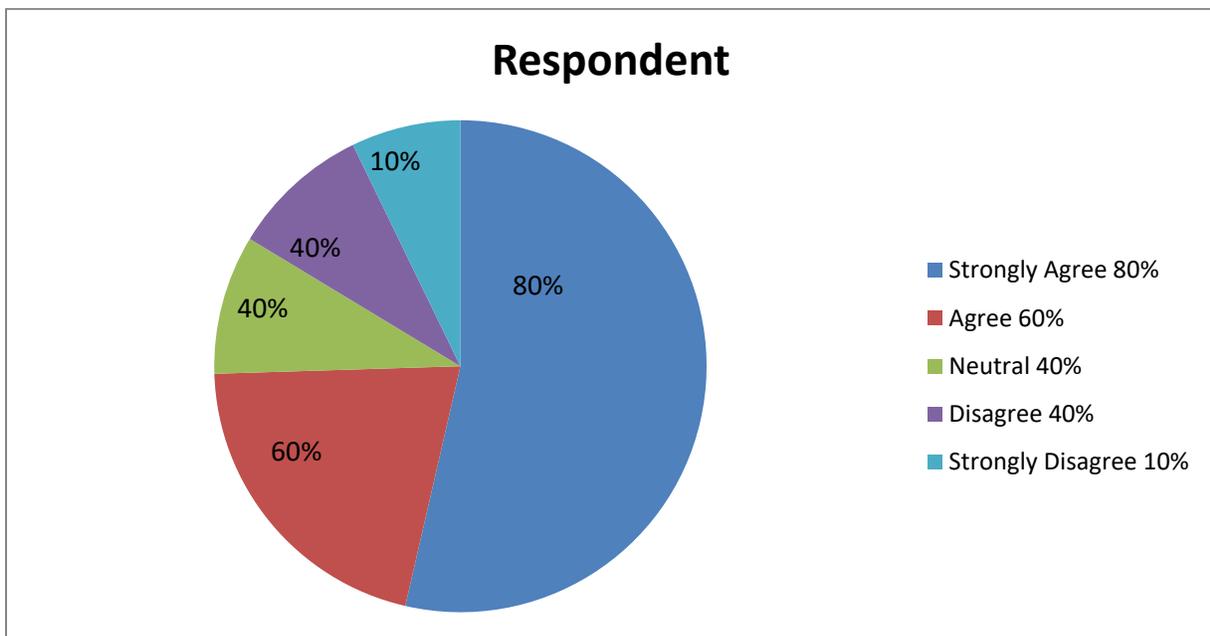


Interpretation: Here 90% have said strongly agree. Agree 50%, Neutral 50%, Disagree 30%, Strongly Disagree is 10%.

Comments: Here 90% people are strongly agreed with this concept. So people are satisfied with the Recruitment and selection process of Anwar group.

(4.3).4 do you think the selection and recruitment process of Anwar group is doing with systematic?

Particulars	Respondents	Percentage
Strongly Agree	8	80%
Agree	6	60%
Neutral	4	40%
Disagree	4	40%
Strongly Disagree	1	10%

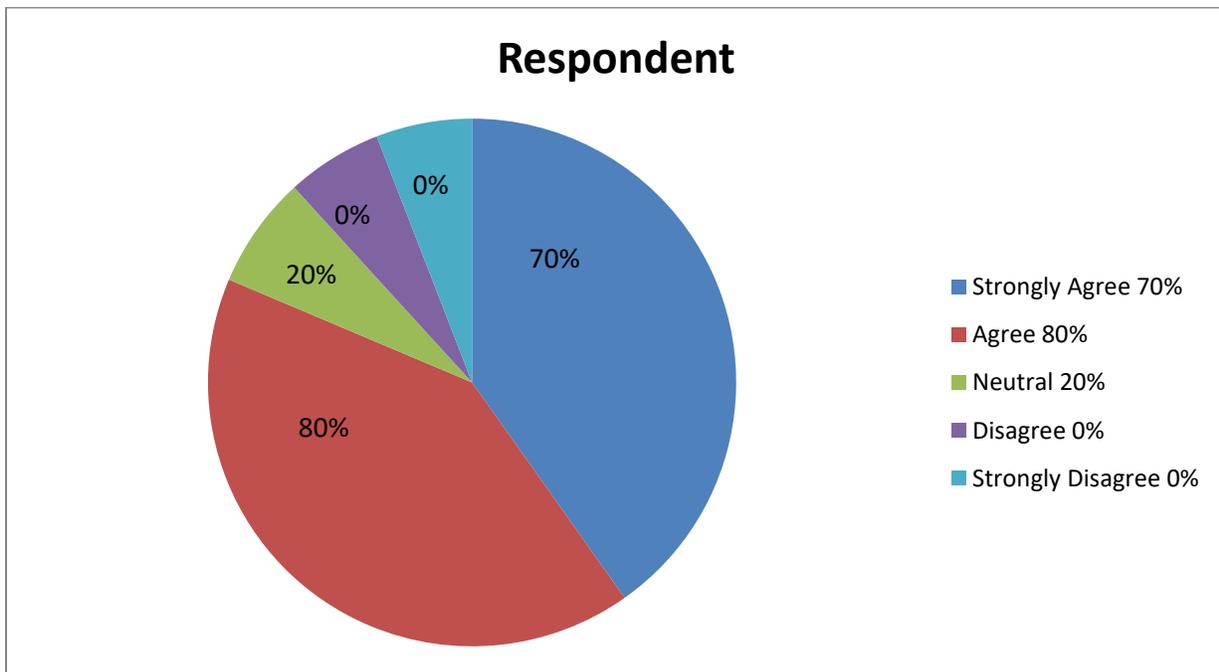


Interpretation: here strongly Agree 80%, Agree60%Neutral 40% and Disagree40% and Strongly Disagree 10%.

Comments: So 80% has Strongly Agreed with that. So Anwar group is following the systematic process.

(4.3).5 do you think the recruitment and selection process of Anwar group is fair?

Particulars	Respondents	Percentage
Strongly Agree	7	70%
Agree	8	80%
Neutral	2	20%
Disagree	0	0%
Strongly Disagree	0	0%



Interpretation: Here strongly Agree 70%, agree 80%, Neutral 20%, Disagree 0%, Strongly Disagree.0%.

Comments: Most of the responses Agree. So people believe that the recruitment and selection process of Anwar group is fair.

So, Here I have made some survey and analysis about the people concept about Anwar group. People have positive concept about the organization and activities in the organization.

Chapter 5

Findings, Recommendation and conclusion

5. Findings



5.1 Major Findings

In this report explained about the recruitment and selection process. But in this report there has some findings.

➤ **(The organization use reference some times to recruitment.)**

The Anwar group HR is so responsible in work. But sometimes the hirers recruit some candidate by their own reference. So it makes problem sometimes in organization. Sometimes UN expected person is include by this process. It's a problem.

➤ **(In some cases, Anwar group recruitment process, they do not prefer fresher).**

This organization in some cases they do not recruit the freshers. Because they think that the fresher's are not able to do work hurry. So it's a problem. That's why the fresher's are lost opportunity to get experiences in some cases.

➤ **(Work Performance evaluation system is not too much good enough).**

In this organization, recruited and selected employee does their work performances. But sometimes the top level management /the line manager or supervisor do not try to evaluate the work performances. So it's making demotivate the employees. It's a problem.

➤ **(After joining the candidate training is given only 3 days. That is may be not enough for them).**

After joining the candidates, the trainer of HR of the organization provide training only 3 days. In this training includes attendance system, work process, opening bank account and provide this no properly. But sometimes mistakes by the new employee. So the training date is very few.

Recruitment and Selection process of Anwar group of Industry

➤ **(Anwar group is including with internal Recruitment).**

The organization sometimes recruits the candidate by internally. If the internal recruitment is occurs that make unfairness' sometimes. People make demotivate by that.

➤ **(No talent hunting Program).**

This organization not make talent hunting program. By this program organization can get many talents. But they do not do this.

5.2 Recommendation

To maintain the responsibility, The HR department of the Anwar group is more efficient. But I have worked there at least 4 month.so I think they have some sector, Where they need to recover or need to rewrite the system. These are given:

❖ **(The organization has to be reducing reference Recruitment system).**

The organization Hirer has to be reduce the system of recruitment by reference. Because it sometimes come unqualified worker. So this should have to be reduced. Then organization can also be more developed.

❖ **(Have to be Provide opportunity for fresher).**

The Anwar group must should have to be provides importance to the freshers.Because if fresher's are get opportunity to work here, Image should be more increased. And many freshers are able to work more. Because students are that time are more active.

❖ **(Have to be increased Performance Evolution Systems).**

The organization must have to be evaluating properly the performance of workers, and have to be give Feedback of performance. Because if evolution is make properly then the organization workers will be motivate.

❖ **(Candidate Training period have to be increased).**

If the Anwar group is increased the training period more than 3 days, it will be benefitted for the new joiner. Because they will can get knowledge about the job properly.

❖ **(Have To be Increase External Recruitment).**

The organization has to be reduce internal recruitment. Because sometimes it breaks the other candidate mind. If they make external recruitment with proper candidate, this will be developed organization.

❖ **(The Anwar group Have to be arrange Talent Hunting Program).**

If the organization makes any seminar, any job fair and any program by which talent candidate can show their talent. With this process the organization can hire better worker for the organization. So talent hunting program will be very important for the organization and it also increase the organization good image.

5.3 Conclusion

Anwar group is a big organization in Bangladesh. After all the things we can come to a conclusion that, Anwar group has a Human Resource Department, it is a combination of good and bad. But still, Anwar group is one of the most successful organizations in Bangladesh; the HR department is maintaining all work activities, so we can say that, this organization is too good then bad. There is no limit for improvisation, for HR, to productivity increased, cost reduction, and increase competitive advantages. They must have to be careful about the employee control to work. Because workforce of today has increasingly diverse, so as a result HRD needs to stay ahead of labor force, and start implementation to maximize the benefits. In this report I have tried by best level to identify and explain the recruitment and selection process of Anwar group of Industries. And also tried to give the system of recruitment and selection process of this organization details. I have used my knowledge, skills, by best effort to provide information, about the organization, because as an intern of Anwar group of Industries. This organization must focus on their production, customer satisfaction, and this thing will take the organization in too high success path in future. The Gov. of Bangladesh must be helpful to increase this organization, that's the pray for this organization.

6. Reference

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Questionnaire Survey

University: United International University

Topic: Recruitment and Selection (Internship)

Questionnaire	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Does Anwar Group is Use internal Sources for recruitment?					
Does External Source use in the organization?					
I am satisfying Of Anwar group Recruitment and Selection Process.					
Do you think the selection and recruitment process of Anwar group is doing with systematic?					
Do you think the recruitment and selection process of Anwar group is fair?					

Recruitment and Selection process of Anwar group of Industry