



# **Report on the Recruitment and Selection Process of The ACME Laboratories Ltd.**



**Internship Report**  
**On the**  
**“Recruitment and Selection Process of The ACME**  
**Laboratories Ltd.”**

**Submitted By:**

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**ID:** 111 171 227

**Course Title:** Internship (INT 4399)

**Internship Registration Semester:** Spring 2023

**Submitted To:**

Debnath, Dr. Gouranga Chandra

Associate Professor

School of Business & Economics

United International University

**Date of Submission:** 28/08/23

## **Letter of Transmittal**

**Date:** 28 August, 2023

**Debnath, Dr. Gouranga Chandra**

**Associate Professor**

**United International University.**

**Subject:** Submission of Internship Report on the Recruitment and Selection Process of The ACME Laboratories Ltd.

Dear Sir,

For my internship, I worked on the recruitment and selection section in the HR & Admin Division at "The ACME Laboratories Ltd." for 90 days (3<sup>rd</sup> April 2023 – 20<sup>rd</sup> July 2023). I was working to understand how to manage and control the entire process of recruiting and selecting the best candidates.

As a result, I want to thank you for your assistance, and I will be grateful if you approve this report for submission.

Yours ever,

---

Sadi Mohammad

111 171 227

Program: BBA

United International University

## **Student's Declaration**

I, Sadi Mohammad, a student at United International University in the BBA program, hereby declare that the internship report titled "Recruitment and Selection of The ACME Laboratories Limited" be prepare after the completion of my internship at The ACME Laboratories Limited under the intensive supervision & guidance of Debnath, Dr.Gouranga Chandra, Assistant Professor, School of Business & Economics, United International University. I also declared that the internship report is prepared for academic purposes only. This report is not submitted by others.

Name: Sadi Mohammad

ID: 111 171 227

Program: BBA

School of Business & Economics

United International University

## **Executive Summary**

One of the top pharmaceutical companies in Bangladesh is ACME Laboratories Limited. Due of the fierce competition that occurs inside the oligopoly, organizations in the pharmaceuticals sector are particularly performance-driven. Because pharmaceutical companies frequently engage in ruthless and competitive HR practices, the HR specialist must be able to comprehend performance matrices and organizational issues.

The recruiting and selection process of The ACME Laboratories Limited are described in detail in the report's general methodology. The ACME Laboratories Limited treats its human capital very well because they see it as the most important part of their company. They still employ a highly strict and structured hiring and selection procedure. The Human Resource Division of The ACME Laboratories Limited thus continually develops facts to handle them and also takes steps to formulate such. In order to get the greatest outcomes out of their quality hiring, they conduct performance reviews and take the appropriate steps to motivate their workers when necessary. They do have a training and development program for medical representatives and sales representatives for the sake of the effectiveness of their sales management team.

The report makes recommendations for both academics and practitioners. It recommends incorporating performance matrices into management training at an early stage of instruction and teaching students how to finish academic assignments like marketing strategies in a specific amount of time while taking into consideration the time constraints in industry. It also makes recommendations on how The ACME Laboratories Limited might run as a business that is more focused on human resources. The study concludes by noting that, despite the academic community's emphasis on theory development, it also elaborates on the key roles of human resources, which are the most important factor in an organization's ability to accomplish its goals.

## Acknowledgement

First and first, I want to thank the Almighty, the Most Gracious and the Most Merciful, for allowing me to complete this report by the deadline. I also want to express my gratitude to everyone who assisted me in any way throughout the writing of this report, both directly and indirectly. I regret to the individuals whose names I did not disclose yet, I much value their participation. I'd want to start by thanking my supervisor for helping me and allow me to start this internship report. I want to thank him for helping me draft this internship report in particular.

I also want to thank the employees of The ACME Laboratories Limited, **Ashik Hasan (Deputy Manager, HR & Admin)**, **Md. Belayet Hossain (Assistant Manager, HR & Admin)**, **Md. Burhan (Senior Executive, HR & Admin)**, for their assistance with their time and for providing the data needed to finish this report. This study wouldn't have been possible without the assistance of the people listed.

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## ABBREVIATION

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**AGM** - Assistant General Manager

**BOD**- Board of Directors

**CPS** - Candidate Profile Summary

**GM**- General Manager

**GMP** - Good Manufacturing Practice

**HRD** - Human Resource Department

**IT** - Information Technology

**ISO** - International Organization for Standardization

**Jr** - Junior

**MR** - Medical Representative

**MNC** - Multinational Company

**MPO**- Medical Promotion Officer

**OD** - Organization Development

**PM** - Performance Management

**PPIC** - Product, Planning & Inventory Control

**PABX** - Private Automatic Branch Exchange

**SPR** - Sales & Promotion Representative

**SR** - Sales Representative

**Sr**- Senior

**QA** - Quality Assurance

**QC** - Quality Control

**QMS** - Quality Management System

**R&D** - Research & Development

# **CHAPTER- 1**

## **INTRODUCTION**

## **1.1 Background of the Study**

This internship report's goal is to gather information about the "Recruitment and Selection Process The ACME Laboratories Limited." It is a portion of the internship assignment that must be finished in order to complete the BBA program at United International University. We can plainly understand how the ACME selects and employs its workers, particularly in light of this study. The internship's main objective is to expose the student to the working world. For an intern, the largest challenge was translating theoretical ideas into practical scenarios. The goals of the internship and study program are as follows:

1. To gather and arrange comprehensive understanding of the job's responsibilities.
2. To gain business experience in the actual world.
3. To compare the actual scenario with the lessons learned at United International University.
4. To fulfil a prerequisite for the BBA program.

## **1.2 Objectives of the Study**

Human resources are the most important component in attaining business goals and objectives. For the firm to achieve these aims and objectives, it needs efficient human resources. Making sure employees have the knowledge and abilities they need to support the organization, their departments, and themselves in reaching their objectives must be a top priority for an organization. Through a clever recruitment strategy, we can locate the capable and bright individuals who will contribute to ACME and polish them to glistening brilliance. With the right hiring strategy, ACME will be able to strike a balance between the needs of the company and the availability of skilled human resources. It provides a framework for implementing a recruitment effort. It might comprise developing an organizational structure to carry out recruitment procedures and programs by hiring the best qualified individuals for open positions.

### **1.2.1 Broad Objective of the Study**

The report was primarily created in order to fulfill the requirements for the Bachelor of Business Administration (B.B.A) degree at United International University's School of Business & Economics.

### **1.2.2 Specific Objectives of the Study**

The key objective of this report is to briefly identify and explain the whole Recruitment and Selection Process of The ACME Laboratories Limited. The specific objectives of the study are provided below:

- ⇒ To know the recruitment and selection planning process of ACME Laboratories Limited;
- ⇒ To identify the different steps of Recruitment and Selection Process of ACME Laboratories Limited;
- ⇒ To analyse the steps of Recruitment and Selection Process of ACME Laboratories Limited;
- ⇒ To evaluate the Recruitment and Selection process of ACME Laboratories Limited;
- ⇒ To find out the problems of the Recruitment and Selection process of ACME Laboratories Limited;
- ⇒ To make some recommendation to overcome the problems in the Recruitment and Selection process of ACME Laboratories Limited;

## **1.3 Scope of the report**

The best way to find out where I need to improve and where my performance is lacking is to finish this report work. It helps me develop my writing abilities as well. Additionally, it will help me improve my analytical and critical thinking abilities. Those looking to pursue internships with comparable firms in the future may find this report to be a useful resource. This report may be beneficial to ACME Laboratories Limited because it can be used to provide feedback on their overall working environment as well as their areas of strength and weakness. Ultimately, this project will assist the company and the interns in completing their gaps.

## **1.4 Research Methodology**

The technique of the investigation is an important aspect. It is organized in a way that supports the accomplishment of the study's objective. It describes in-depth investigation into a challenge, a suggested course of action, a theory, or a hypothesis. The study requires a rigorous approach, from choosing a topic to producing the final report. It includes a sample

technique, a strategy for getting data, and a strategy for gathering information. This report's content was compiled using both primary and secondary sources, including formal and informal interviews, yearly reports, publications, and the internet, which collectively gave more in-depth information.

**A.** The study is based on the hiring and choosing procedures used by The ACME Laboratories Limited. I consulted a lot of books, statements, an annual report, and manuals as I was writing the report. After the information was acquired from the interview and other sources, it was first carefully evaluated. To enhance the display and significance of the report, the material was next properly sorted.

**B. Area Of the Study:**

The examination focused on the hiring and selection procedures at ACME Laboratories Limited.

**C. Research type**

It is descriptive research that provides a brief explanation of The ACME Laboratories Limited's recruitment and selection process.

**D. Sources of Data**

Sources both qualitative and quantitative can be used to gather or obtain data. This report uses primarily qualitative sources. It provided details on the company's overall quality, the hiring procedure, and other information.

The majority of the information utilized in this report comes from my own experiences, knowledge, and understanding that I gained while participating in an internship program at ACME Laboratories Ltd. Mahmud Hasan, a top executive, is also interviewed. He was the source of the majority of the data gathered about ACME. Additionally, the entire HR section was quite helpful in gathering data on many topics.

**All pertinent information for this study was gathered from two sources:**

**I. Primary Sources**

- Personal interviews with senior executives, assistant managers, and the HR head.
- Having a conversation with organization employees
- Examining official records and participating in actual work
- Actual desk work

- Direct observations of the author while working as an intern

## **II. Secondary Sources**

- Organizational handbook for employees
- The Organization's official website.
- Academic books and papers that are pertinent
- Various published documents
- Various Head Office guidelines
- Various news sites

### **Instruments and Methods for Data Analysis Tools:**

Simple MS Word & MS Excel are the tools I've used to illustrate the strategies for data analysis.

### **Techniques:**

Using data collecting methodologies, we can methodically collect information on our study topics (people, things, events), as well as the settings in which they occur. When acquiring data, we must be methodical. If data are collected at random, it will be difficult to produce a conclusive answer to our research questions.

## **1.5 Limitations of the Study**

Because the boss at my workplace is so friendly, I have the chance to learn a lot more. That should be adequate for an intern, in my opinion. However, not every intern is given that chance. I believe that organizational knowledge is essential for interns' future.

I think we could learn a lot more about ACME's overall business if they released a thorough prospectus on their operations.

The main obstacles I encountered while completing my internship and writing my report are as follows:

- First off, a lot of secondary material is out-of-date, and many online sources can't be trusted, thus they lack credibility.
- Employee disclosure of sensitive or in-depth information is not encouraged.
- The scope of the analysis that is necessary for the study has been greatly impacted by

the lack of access to information.

- There was a communication breakdown because of the pressure of the task, and the employees had little time for consultation due to their personal obligations.
- Time constraints are still another significant factor in study limitations.

## **1.6. Reporting structure for the internship**

The report is broken down into 6 chapters, with the first chapter serving as the report's general introduction. It includes the justification, goals, technique, structure, and restrictions of the entire investigation. By doing so, a comprehensive summary of the report will be created, allowing the topic to be grasped rationally. The report part includes a description of the report's primary goals. The report's format will guarantee that the structure's overall overview and its challenges are described in the section on limitations. The overview of the pharmaceuticals sector will be covered in the second chapter. The ACME Lab Ltd., where I interned, will be studied in detail in the fourth chapter. This will also provide precise information about the entire report. The topic's practical applications at the selected organization are covered in the fifth chapter. The recommendation and conclusion of the report will be covered in the sixth chapter. The sixth chapter will wrap up the entire report and offer some suggestions for improvement and a conclusion that addresses the deficiencies.

## **CHAPTER- 2**

### **COMPANY OVERVIEW**



The ACME Laboratories Ltd. is among Bangladesh's top producers of high-quality pharmaceutical products. They are now working on 500 different drugs in various dosage forms, covering a range of therapeutic areas like cardiovascular, anti-diabetic, gastrointestinal, respiratory, and CNS diseases. Due to the success of our local market, we made the decision to research the international industry. We developed a sizable presence in South East Asia, Africa, and Central America over time. We are always exploring for innovative ways to improve customer success, improve patient quality of life, and tackle global concerns. Thanks to the extraordinary knowledge, talent, and dedication of more than 7000 employees, the ACME continuously grows its buildings, capacities, and portfolio to meet the growing need for healthcare.

Since the establishment of ACME in 1954 by Mr. Hamidur Rahman Sinha, a businessman and philanthropist in this region of the Indian subcontinent that was partitioned by the British, they have been committed to offering solutions to their most urgent medical requirements. After more than 50 years, ACME is still dedicated to upholding the goals and values of its founder, including the creation of high-quality medicines with integrity, commitment to customer needs, initiative, teamwork, excellence, and a competitive spirit, as well as addressing social and environmental needs. Over the past few decades, the pharmaceutical business has experienced phenomenal growth and success. With more than 60 years of experience in medicine and research, their business is able to address the needs of the healthcare industry by drawing from a rich history of high-quality formulations and a strong pipeline of promising generic medicines at competitive prices. Since 1954, ACME has stood for excellence, commercial success, and ethical business practices. The core of ACME's purpose to assure human health, vitality, and happiness is their legacy and their principles. The company ACME has ISO 9001:2015 certification. Our motto for excellence is "Perpetual Quest for Excellence".

## **2.1 Background of the Organization**

In 1954, the ACME Laboratories Ltd. was founded. It was a one-person business with the aim of producing trustworthy, moral medicines. Hamidur Rahman Sinha, the late company founder, has been the sole proprietor of the business since his death in February 1994. The business's first offerings were a few oral pharmaceuticals.

The company's early years were not successful. They had to deal with a variety of trials and calamities. It became into a private limited corporation in 1976.

## **2.2 SWOT analysis of ACME**

An organization's internal strengths and weaknesses, as well as its external opportunities and threats, are taken into account in a SWOT analysis. The following offers a succinct breakdown of the company's benefits, drawbacks, possibilities, and risks.

### **Strengths:**

- The ACME Laboratories Ltd. has a cutting-edge infrastructure, and it deals with ethical HR procedures and the best working conditions.
- Because of its technology for disposing of solid and liquid waste in an environmentally acceptable manner, ACME generates more than three billion tablets in a single shift each year.
- ACME is known for its devoted customers and excellent corporate governance.
- ACME has a conventional organizational structure, production capabilities, and a very effective national distribution network.

### **Weakness:**

- Insufficient coordination between functional groups and divisions.
- Insufficient sales centers for ACME to cover the entire country.
- Low brand recognition and dishonest promotional tactics.
- Making decisions requires a lot of time.
- The use of certain strategies and laws.
- The regular personnel at this location does not have access to transportation.
- An abundance of personnel.

- A high turnover rate in sales and distribution.

### **Opportunities:**

- Faster market expansion and foreign market participation might propel ACME into the top 5 pharmaceutical businesses in the country.
- A possible component for fresh goods.
- Growing demand in the domestic market; • Excellent and exceptional product and service quality.
- To promote ACME's products internationally.
- A fantastic environment for study and professional growth.

### **Threats:**

- Market subject to stringent rules.
- A rise in the price of basic materials.
- Opposing pharmaceutical firms, including Square, Beximco, Incepta, Healthcare, etc.
- Inadequate power supply.
- There is no modern quality control lab.
- An uncertain political environment, such as a strike or obstruction, may make it impossible to distribute the product on time.
- Regular compensation and benefits are invisible.
- A reduction in market share for prescription drugs.

**CHAPTER- 3**  
**PRACTICING ASPECTS OF THE TOPIC AT THE**  
**CHOSEN ORGANIZATION**

I gained a lot of experience during my internship at "The Acme Laboratories Ltd" because to the practical work I did there. Below is an explanation of how the Experiences are described:

## **My Internship Experience in The ACME Laboratories Limited**

The internship assignment I completed at "The ACME Laboratories Limited" was a compilation of the practical work-related experiences I had while my internship there. I started there on April 3, 2023, and I'll stay until July 20, 2023. Initially, I felt that doing this job was challenging for me, but after a few days, I realized that I was enjoying it thanks to the ACME employees' genuine friendliness and willingness to assist me. So, being a part of this organization has been a fantastic corporate experience for me.

### **3.1 Work Related Experiences**

Since I got the chance to work at The ACME Laboratories Limited for three months, I completed a variety of jobs for the division's talent management, recruiting and selection, and human resources development departments. On my first day, I saw the head of HR, Md. Moshir Rahman, before seeing my supervisor, Mr. Ashik Hasan. He then introduced me to other HR staff members with whom I would work. Additionally, he provided me a quick overview of job descriptions. I frequently had the following tasks assign to me. Those were:

- i. Collecting & Sorting resumes
- ii. Preparing call list for written, viva and practical test
- iii. Preparing attendance for written, viva and practical test
- iv. Preparing candidate profile summary for written, viva and practical test
- v. Preparing top sheet and exam paper
- vi. Preparing attendance sheet for candidates
- vii. Allocating questions and exam papers
- viii. Checking answer scripts
- ix. Making final result
- x. Maintaining rejected resumes

I have to go through these activities in my 3 months internship period. These activities are described below:

#### **Collecting & Sorting resumes**

For the recruitment of various positions, candidates can submit their resumes in one of two ways. Others choose to submit their resumes online, while some job searchers prefer to mail theirs in. I collected and organized all resumes that were submitted online and by mail. I printed the resumes and also emailed them. After gathering all of the applications via mail and post, I occasionally sort resumes. There weren't many locations I needed to pay attention while I looked for sorting resumes. An engineer and a pharmacist, for example, were wanted for a job. As a result, the circular contained requirements. They advised me to occasionally mix up my resumes based on whether I attended private or public universities. On the first page, I underlined any resumes sent by a reference. Then I sent it through email to Mr. Ashik Hasan or Mr. Belayet Hossen, depending on my mood. Along with other HR managers, he completes the final sorting.

### **Opening new job circular & register candidates**

I need to open a new job circular for the position and register the candidates in it after shortlisting the chosen applicants. Candidates for that job receive a exclusive ID for tracking purposes on the HRIS system.

| Action | SL | Applicant ID | Applicant Name       | Father's Name | Mother's Name | Mobile Number | Date of Birth | Last Education | Institute Name | Subject |
|--------|----|--------------|----------------------|---------------|---------------|---------------|---------------|----------------|----------------|---------|
|        | 1  | 2304038      | MD. ZAHANGIR HOSSAIN | MD. AYUB ALI  | AKLIMA BEGUM  | 01785474811   | 18-Oct-1987   | BSS            | NU             |         |

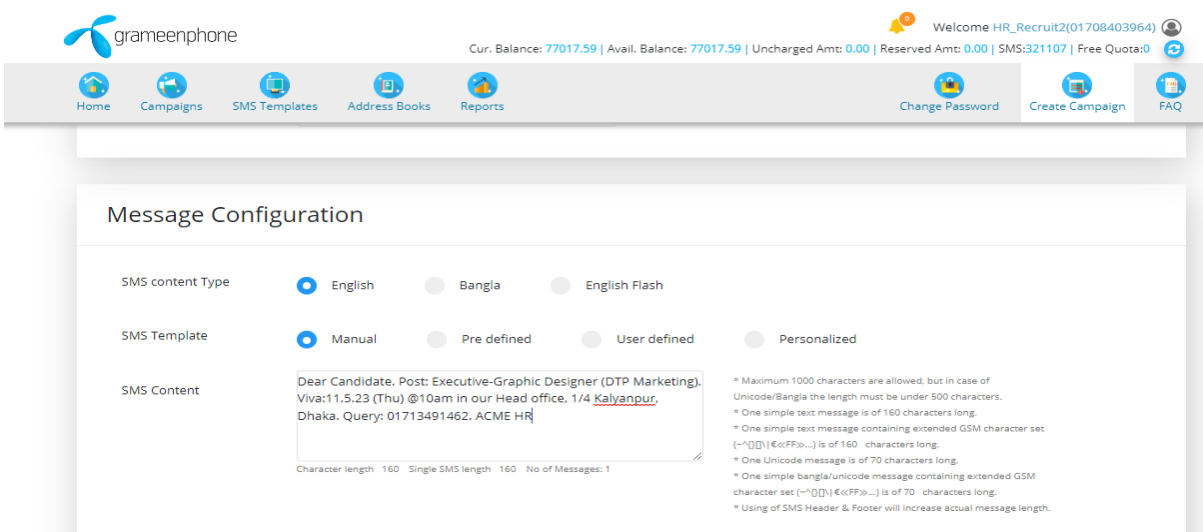
### **Preparing call list for written, viva and practical test**

After finalizing the CV slots, I entered each candidate's name, father's name, phone number, and highest education in Microsoft Office Excel 2010. After then, the Excel sheet was printed twice. In order for PABX to contact the candidates if the call had passed Sr. Executive Burhan Uddin's quality control check, I forwarded the call to them. An official from the PABX department has signed this form.

| <p style="text-align: center;">  <b>The ACME Laboratories Ltd.</b><br/>           HR &amp; Admin Division, Corporate office, Dhaka.         </p> <p style="text-align: center;"><b>Call list for the position of "Executive - HR &amp; Admin (Corporate Office)"</b></p> |              |                    |             |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|-------------|---------|
| Written Exam Date: 16 March, 2023 (Thursday); Time: 4:00 pm; Venue: Corporate office, Dhaka                                                                                                                                                                                                                                                               |              |                    |             |         |
| SN                                                                                                                                                                                                                                                                                                                                                        | Applicant ID | Candidate Name     | Mobile No.  | Remarks |
| 1                                                                                                                                                                                                                                                                                                                                                         | 2101955      | Ahmed Ishmum Uddin | 01676749239 |         |
| 2                                                                                                                                                                                                                                                                                                                                                         | 2301353      | Anik Datta         | 01786628628 |         |
| 3                                                                                                                                                                                                                                                                                                                                                         | 2301354      | Md. Saim           | 01626131011 |         |
| 4                                                                                                                                                                                                                                                                                                                                                         | 2301355      | Md. Washim Imran   | 01624255259 |         |
| 5                                                                                                                                                                                                                                                                                                                                                         | 2301356      | Md. Imran Mahmud   | 01839656898 |         |

### Sending Bulk SMS to Candidates

After calling those applicants, I also sent them all a group SMS. That SMS contains information about the exam's title, start time, end time, and location.



grameenphone

Cur. Balance: 77017.59 | Avail. Balance: 77017.59 | Uncharged Amt: 0.00 | Reserved Amt: 0.00 | SMS:321107 | Free Quota:0

Welcome HR\_Recruit2(01708403964)

Home Campaigns SMS Templates Address Books Reports Change Password Create Campaign FAQ

### Message Configuration

SMS content Type: ☒ English ☐ Bangla ☐ English Flash

SMS Template: ☒ Manual ☐ Pre defined ☐ User defined ☐ Personalized

SMS Content: Dear Candidate, Post: Executive-Graphic Designer (DTP Marketing), Viva:11.5.23 (Thu) @10am in our Head office, 1/4 Kalyanpur, Dhaka. Query: 01713491462. ACME HR

Character length: 160 Single SMS length: 160 No of Messages: 1

\* Maximum 1000 characters are allowed, but in case of Unicode/Bangla the length must be under 500 characters.  
 \* One simple text message is of 160 characters long.  
 \* One simple text message containing extended GSM character set (~^[]\|<<FF>>...) is of 160 characters long.  
 \* One Unicode message is of 70 characters long.  
 \* One simple bangla/unicode message containing extended GSM character set (~^[]\|<<FF>>...) is of 70 characters long.  
 \* Using of SMS Header & Footer will increase actual message length.

### Preparing Candidates profile summary (CPS) for viva

It was part of my responsibility to create the CPS (Candidate's Persona Summary), which includes the candidate's home district, education, birthday, and experience. This actually considerably speeds up the viva process. Examiners decide whether an applicant is qualified based on how they performed in the interview and what they said about them.

| <p style="text-align: center;">  <b>The ACME Laboratories Ltd.</b><br/>           HR &amp; Admin Division, Corporate Office, Dhaka.<br/> <b>Candidate Profile Summary for the position of "Executive - HR &amp; Admin (Corporate)"</b> </p> |              |                                                          |                                                                                                     |                                                                                                     |                                                                                                                                                       |             |          |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------|-----------|
| Viva Date: 4 April, 2023 (Tuesday); Time: 10:00 am Venue: Corporate office, Dhaka                                                                                                                                                                                                                                            |              |                                                          |                                                                                                     |                                                                                                     |                                                                                                                                                       |             |          |           |
| SL                                                                                                                                                                                                                                                                                                                           | Applicant ID | Applicant Name, Father's Name Mobile No.                 | Education Details                                                                                   | Education Institution                                                                               | Experience                                                                                                                                            | Yrs. of Exp | WT (100) | Viva (20) |
| 1                                                                                                                                                                                                                                                                                                                            | 2303255      | Md. Mehedi Hasan<br>S/O Md. Rafiqul Islam<br>01676526640 | MBA - 3.33 (HRM) (2018)<br>BBA - 3.21 (Management) (2017)<br>HSC - 5.00 (2012)<br>SSC - 5.00 (2010) | Jahangirnagar University<br><br>Dhaka Commerce College<br><br>Mirpur Bangla Higher Secondary School | 1. Pran - RFL Group<br>Worked as Sub Assistant Manager<br>From 26 Aug'21 - 2 Feb'23<br><br>Worked as Management Trainee<br>From 12 Apr'21 - 25 Aug'21 | 1.9         | 56       |           |
| 2                                                                                                                                                                                                                                                                                                                            | 2303260      | Sarfara Islam<br>S/O Mohammad Joynal Abedin              | MBA - 3.64 (HRM) (2022)<br>BBA - 3.74 (HRM) (2018)                                                  | University of Dhaka<br><br>American International University Bangladesh                             | 1. Mirza Trading & Accessories Ltd.<br>Worked as Executive (Part time)                                                                                | 4           | 50       |           |

### **Preparing Answer Scripts for written test**

For each form of written test administered by the HR department, I had the written exam answer scripts prepared in advance. The response sheet consists of five blank white pages and a cover page. On the cover sheet, the candidate's name, parents' names, a phone number, and the examiner's signature are all provided. Every cover differs from the next. Depending on the position the person has applied for, it varies.

### **Distribute exam paper and question to the candidates**

I used to give the candidates the question paper and answer sheet during the exam. I had to watch the entire exam from start to finish in order to help the candidates with anything other than the test questions. I was allowed the discretion to react skillfully to any circumstance.

### **Managing the seating arrangement for the candidate**

For the most part, I was in charge of the seating arrangements. I plan the seating arrangement based on the kind of room and the size of the table.

### **Preparing attendance sheet for the candidates**



I made an attendance sheet before the test, and the candidates signed the test date on it. The candidate signatures are listed in a separate column on the attendance sheet, which resembles a call list. As a result, the attendance sheet contains the applicant's name, father's name, and CV serial.

| <div style="text-align: center;">  <b>The ACME Laboratories Ltd.</b><br/>           HR &amp; Admin Division, Corporate office, Dhaka.<br/> <b>Attendance Sheet for the position of "Jr. Officer - QC (API)"</b><br/> <b>Written Exam Date: 20 March, 2023 (Monday); Time: 10:00 am; Venue: Corporate office, Dhaka</b> </div> |              |                    |             |                                |                                                |     |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|-------------|--------------------------------|------------------------------------------------|-----|-----------|
| SN                                                                                                                                                                                                                                                                                                                                                                                                             | Applicant ID | Candidate Name     | Mobile No.  | Education & Institute          | How did you get to know about this job opening | NID | Signature |
| 1                                                                                                                                                                                                                                                                                                                                                                                                              | 2300675      | Zaid Bin Jasim     | 01841551205 | B.Sc<br>National University    |                                                |     |           |
| 2                                                                                                                                                                                                                                                                                                                                                                                                              | 2303559      | Abdul Mannan       | 01306309158 | B.Sc.<br>Naogaon Govt. College |                                                |     |           |
| 3                                                                                                                                                                                                                                                                                                                                                                                                              | 2303581      | Md. Asaduzzaman    | 01823732785 | M.Sc.<br>National University   |                                                |     |           |
| 4                                                                                                                                                                                                                                                                                                                                                                                                              | 2303583      | Azmal Hossain      | 01783297544 | B.Sc.<br>Primeasia University  |                                                |     |           |
| 5                                                                                                                                                                                                                                                                                                                                                                                                              | 2303587      | Md. Arif Howlader  | 01611477442 | M.Sc.<br>Govt. Bm College      |                                                |     |           |
| 6                                                                                                                                                                                                                                                                                                                                                                                                              | 2303590      | Md. Shah Alam Khan | 01735270626 | M.Sc.<br>National University   |                                                |     |           |
| 7                                                                                                                                                                                                                                                                                                                                                                                                              | 2303591      | Shoab Sarker       | 01610682968 | B.Sc.<br>National University   |                                                |     |           |

### **Managing the seating arrangement for the candidate**

For the most part, I was in charge of the seating arrangements. I plan the seating arrangement based on the kind of room and the size of the table.

### **Distribute exam paper and question to the candidates**

I used to give the candidates the question paper and answer sheet during the exam. I had to watch the entire exam from start to finish in order to help the candidates with anything other than the test questions. I was allowed the discretion to react skillfully to any circumstance.

### **Organizing all the answer scripts and question paper after taking examination**

After the exam is over, it is my responsibility to separate the cover page from the answer sheet so that no one can determine whose response sheet it was prior to grading. This is done to make sure exams are fair. Last, I organize the answer scripts.

### **Putting Serial no. on the answer scripts and top sheets**

To make it easier for me to separate the cover sheet and response script so I could reconnect them after marking, I had to add a key number or serial number to both of them.

### **Checking the exam scripts**

On rare occasions, I had to check the MCQ section's answers. The points each contender obtained are then added together. I then sign my name and specify on the cover page how many of the total points they received.

### **Prepare the written test mark sheet climbing and downward order.**

When I was done marking, I made a mark sheet for the applicants. Before handing it to my supervisor, I arranged the marks in climbing and downward order. After my supervisor had finished reviewing the written test results, I used to wait for the HR manager and HR head to make a sign.

### **Reject the candidates whom failed the exam**

After reading the scripts, I was able to tell which candidates had failed the written test. There is a standard for the pass mark. Any score below that will be considered a failure. The benchmark is chosen by the HR Head.

### **Make a call list for Viva**

The applicants who have advanced will take the viva. After sorting the passed candidates, I again made a list for calling the candidates for the Viva. After that, the candidate are advised of the interview's date and time.

### **Giving the call list to the PABX.**

The most important duty following the aforementioned actions is to ensure that the list of candidates is supplied to the PABX. It would go to PABX if it wasn't sent, thus I had to come up with a solution.

### **Screening the Viva Result.**

After the viva exam was over, I once more divided the students who failed it and held them in a group. Make a resolution.

It was my obligation to deliver the supervisor the final list for further action after all formalities and procedures had been fulfilled.

I can therefore say that I was involved in every step of hiring new employees at ACME. At ACME, some of the operations include sorting resumes, making call lists, CPS, exam papers, attendance sheets, distributing, and acting as an invigilator during exams.

### **Selection & Final Configuration of Candidates**

After selecting the individuals, I moved their resumes to the joining sector and assigned them to the HRIS system's final selection and configuration sector.

## **3.2 Other Aspects of the Job Responsibilities**

Additionally, I performed several other duties at ACME that were largely organizational in nature and not my primary duties. Several of these are listed below:

### **Process the new internship joining in the plant**

a lot of students relate for internships at this place. It is my obligation to handle their paperwork related to factories and facilities once they are selected for an internship. It is my responsibility to send the four copies of the forwarding to the four different departments that dispatch sends.

### **Organizing Employee files**

I used to bring all the required documents, as per ACME organization policy. When a new employee starts, I set up their personal file before presenting the joining letter.

### **Prepare Joining Letter for Distribute New employees**

I write the joining letter, and on occasion, I distribute it as directed by my supervisor..

### **HRIS data entry.**

Using HRIS software, I entered data for the Personal Information Management System (PIMS).

### **Seal and Sign from top Level**

On occasion, I was tasked with sealing important documents and exam results before delivering them to the highest authority for approval.

I occasionally had to do normal things like binding and photocopying in addition to them. Everyone must do their tasks during the time when floor assistance is not available.

I was happy with my work and learned a ton of new information and skills. I feel more confident asking for help informally and approaching people now that my communication skills have improved. I felt really comfortable there because of how nice the elders and coworkers were.

I had a difficult time adjusting to the company and encountered many challenges. It is really common for everyone, especially considering that I had never gone through anything like this before. I also struggled a little to adjust to the new working hours. My employer and other coworkers' help in assisting me in fast adjusting to the new atmosphere has made me happy than anything else, and I am grateful to them for their sincere aid.

### **3.3 Observation in the Organization**

#### **Totally a new environment for intern**

For prospective interns, ACME does not provide any training. Therefore, I think it would be great if they offered the interns a structured training program. It would be much easier for the interns to learn new skills and adapt to this new environment if they had such a program.

#### **Recruitment and selection is a long term process**

It is essential to have an adequate pool of suitable applicants for employment for every company, especially one that depends largely on market expansion. Regrettably, ACME's department for talent management and recruitment is understaffed. In my opinion, this division needs more employees who are qualified to choose new hires. They should also have an online application software, which is another suggestion I have for them. The employment procedure will go more quickly and easily as a result. It might be very annoying to manage CVs offline.

#### **Lots of paper Documentation as well as soft copy have to prepare**

When employing new employees, a plethora of papers and bonds must be provided. It becomes difficult to filter through so many papers, even with HRIS and SQL tools. The issue worsens when many new hires show up at once.

#### **Short span of time where intern could not widen in the study**

The internship is only for a short time. It's quite difficult to learn something new in such a short period of time. The interns could have learned more and made the most of their limited time if they had gotten some formal instruction.

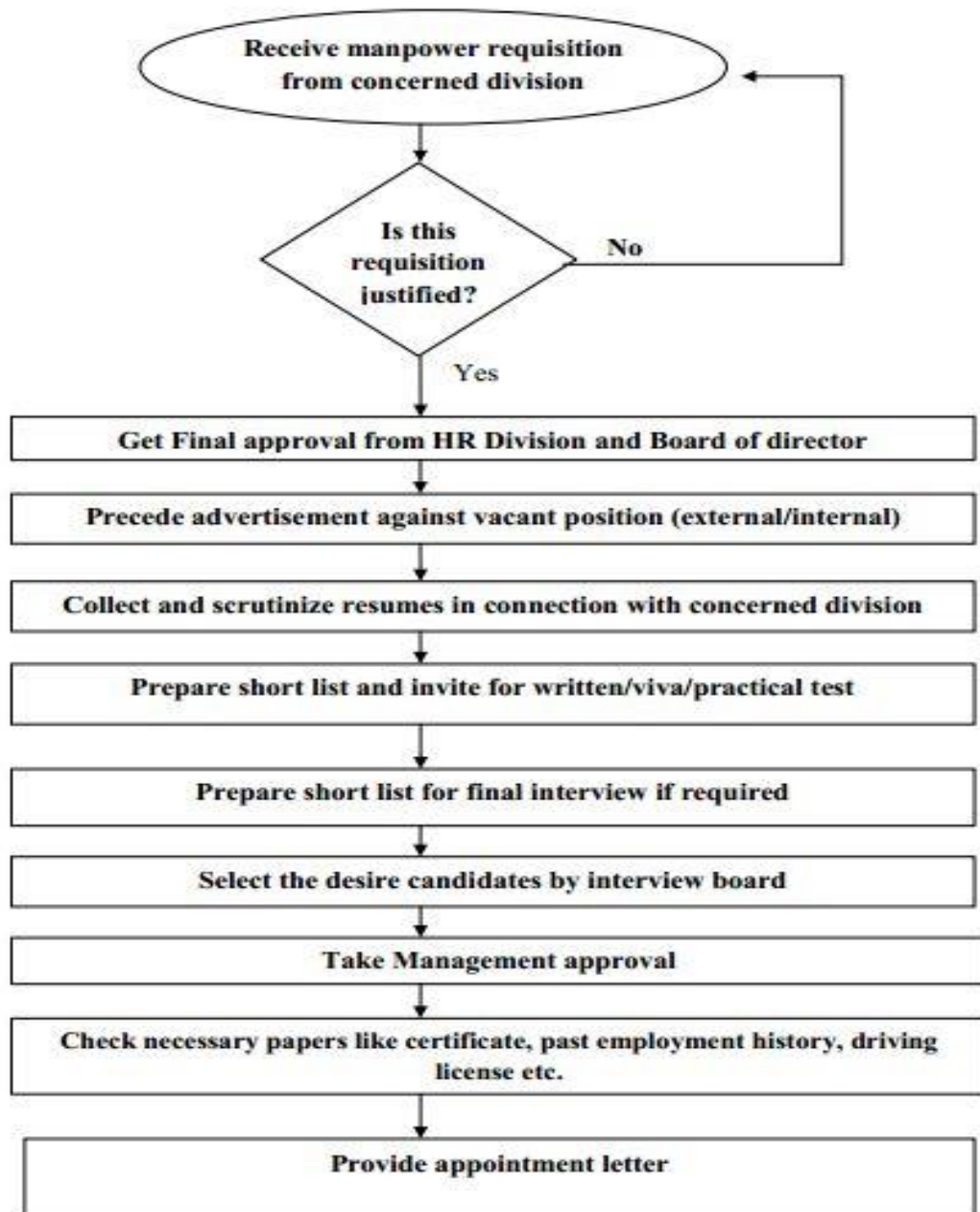
#### **Sexual and other harassment**

According to ACME, no employee will be the victim of harassment that is either physical, verbal, emotional, or a combination of these that is carried out by a single individual or group of people. Under the terms of this policy, any employee who harasses another employee shall be deemed to have committed gross misconduct. According to ACME, every employee has a right to respect and decency.

### 3.4 Recruitment & Selection Process of ACME

#### Recruitment Process of ACME

To complete the hiring process, there are several steps. Every phase should be able to attract and select talented and effective employees from a large application pool. Regarding The ACME Laboratories Ltd., the subsequent phases are described:



*Figure 21: Recruitment & Selection process of ACME*

The hiring process involves a number of processes before the person is chosen. Each step is connected to the one before it and the one after it. The following stages are described:

## **Receiving Manpower Requisition Form**

At first, apprehensive division have to fill the manpower requisition form. In requisition form, there are some aspects. These are:

- a) Position details:** Here, the manager of the relevant division or department will note the title of the post, the department and division, the number of employees required, the nature of the vacancy, and the deadline for hiring new employees. Vacancies come in two varieties. The first is,
  - i) A new job.
  - ii) Replacement
- b)** In this situation, managers are required to state the name of the departing worker and the date of their departure. In circumstances where a new position is open, managers must use discretion. The evaluation is relevant to the justification for the new job. This choice needs to be approved by the board of directors and the human resources division.
  - 1. **Newly Created Position:** When a new position is needed, hiring people is crucial. When evaluating the corporate strategic goals to evaluate whether that role is necessary to lessen the need, new employees should be taken into consideration. A quick job analysis should be carried out to see whether there are any gaps in the departments of the organization to reach the goals. A job analysis should be done to identify the gap. Because of this, ACME was able to create a number of prestigious positions, such as managing director, senior managing director, deputy manager, and senior deputy manager.
  - 2. **Replacement:** A company's attrition policy results in the steady replacement of roles. One person may be replaced or transferred for a promotion in accordance with the organization's current needs and increasing productivity. Replacement changes should be requested in order to address issues with these particular postings.

This is how ACME handles staff replacement. When an employee leaves a position or is promoted, the position is changed.



**PERSONNEL REQUISITION FORM**

Requisition No: 220542

Requisition Date: 04-Jul-2022

| Requisition Raised By (Division/Department/Function Head Only) |                                                                                                                                                                                      |                |                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------|
| Name & ID                                                      | Shah Sharfin (40641)                                                                                                                                                                 | Division       | Quality Operation (GNU, CPU,PNU,AHN) |
| Designation                                                    | Senior Manager-II                                                                                                                                                                    | Department     | Quality Assurance                    |
| Requisition Position Details                                   |                                                                                                                                                                                      |                |                                      |
| Name of the position                                           | Deputy Manager                                                                                                                                                                       | No of Vacancy  | 01                                   |
| Division                                                       | Quality Operation (GNU, CPU,PNU,AHN)                                                                                                                                                 | Department     | Quality Assurance                    |
| Type of Vacancy                                                | <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> New                                                                                                         | Cost Code      | (513)QA – Central                    |
| Type of Employment                                             | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Contractual<br><input type="checkbox"/> Casual <input type="checkbox"/> Daily <input type="checkbox"/> Intern | Required Date  | 01-Aug-2022                          |
| Replacement against if applicable (Name, ID & Designation):    |                                                                                                                                                                                      |                |                                      |
| Justification : Please see the attached file                   |                                                                                                                                                                                      |                |                                      |
| Job Details                                                    |                                                                                                                                                                                      |                |                                      |
| Educational Qualification                                      | M. Pharm/B. Pharm                                                                                                                                                                    | Age Limit      | 35                                   |
| Job Description:                                               | AS Per Role Profile                                                                                                                                                                  | Job Experience | 8 - 10 Year (Min)                    |
| Job Specification:                                             | AS Per Service Rule/ Role Profile                                                                                                                                                    |                |                                      |
| Any other points                                               | Should Have Experience in Production Floor Supervision. Age limit may be relaxed for qualified candidates.                                                                           |                |                                      |
| Comments of HR: Accepted.                                      |                                                                                                                                                                                      |                |                                      |
| Approvals                                                      |                                                                                                                                                                                      |                |                                      |
|                                                                | Signature                                                                                                                                                                            | Date           |                                      |
| Head of the Division:                                          | <i>Md. Zahurul Haque</i>                                                                                                                                                             | 05-Jul-2022    |                                      |
| Head of Plant/Unit Head (For plant only) :                     | <i>S. Billah</i>                                                                                                                                                                     | 07-Jul-2022    |                                      |
| Head of HR & Admin :                                           | <i>[Signature]</i>                                                                                                                                                                   | 19-Jul-2022    |                                      |
| MD/DMD/ADMD/ Director (as applicable):                         | <i>[Signature]</i>                                                                                                                                                                   | 18-Jul-2022    |                                      |

**Table 2: Requisition form**



**c) Job description:**

A successful hiring process might be the consequence of a good and comprehensive position description. It involves developing assessments and interview questions. It also discusses job responsibilities, criteria for selecting talented and qualified candidates, and the candidate's perspective of the company. The value proposition for the role should be mentioned.

Since newly hired candidates have the highest turnover rates, it also strengthens the retention strategy. It is anticipated for the job to expand in the future and for workflow to increase. It also helps with performance objectives and objective evaluation.

When internal job openings are prepared identified to employees throughout job positioning programs, HR office is invited to participate. These programs inform employees about the opportunity and the necessary skills and invite qualified representatives to apply.

A rule is posted on company bulletin boards or in the business daily newspaper. The outcomes of the work analysis are usually used to deduce capability and other truths. The job posting's objectives are to support the HR department in filling internal vacancies and helping employees reach their objectives, as well as to encourage staff to look for promotions. Not all job openings are advertised. With the exception of entry-level posts, senior management and top staff positions can be filled both internally and externally. Lower level administrative, specialized, and managerial positions build up the majority of job advertisements.

Managers describe the duties of the open position in the job description. Manager will write "as role play" if the job description matches their job description book.

**Job specification:** The manager will draw attention to the skills that are necessary for the position. He will go over age limitations, experience criteria, and educational prerequisites in this section. The ACME Recruitment and Selection Department strives to find candidates who meet the standards for each vacant position.

**Approval:** This box is going to accept a signature. The request will be signed here by the management. They will sign documents with the deputy managing director, the HR chief, and the divisional head. After signing the divisional head, the manager will send it to HR. The HR Head will sign it following review by the HR division. After then, the deputy managing director's signature will be required.

## **Attract Applicants & Collecting Resumes**

The deputy managing director will give the all-clear before the human resources division starts the hiring procedure. The department of human resources will send a photocopy of the manpower application form while keeping the original. Making a decision about how to grab candidates' attention comes next. The two locations where resumes are available. These are:

### **i. INTERNAL SOURCES**

They get resumes from inside sources. Internal resources assist HR division in cost reduction. Some sources are employed to make advantage of internal resources. These are:

#### **⇒ Employee referrals:**

The workforce of ACME Laboratories Limited is sizable. The ACME Laboratories Limited gets its resumes from reputable and excellent places, such employee recommendations. An employee of The ACME Laboratories Limited will sign here on the applicant's resume. If providing a signature is not possible, the employee will contact a recruitment and talent management official. They will write it down. Additionally, workers can suggest interns.

#### **⇒ Notice board:**

Every firm notice board has a copy of the advertisement, and if any, the notice board may offer suggestions for candidates. For entry-level jobs like those of a driver, mechanic, or security officer On external websites, The ACME Laboratories Limited does not post advertisements. In each branch, a copy of the advertisement is posted on the notice board. As a result, ACME is making an internal hiring effort. Here, ACME provides career options for their present technicians, electricians, and SR.

#### **⇒ Transfer and promotion:**

If a vacant post is urgently necessary, HR Division will refer to this source.

### **ii. EXTERNAL SOURCES**

The ACME Laboratories Limited collects a large number of candidates from these sources. The Sources are:

⇒ **Newspaper advertisement:**

To market job openings, the HR Division posts job postings. They initially submit a commercial for management approval. After receiving management approval, they contract with publications to advertise bookings. Advertisements are printed in The Prothom-Alo, The Amar Desh, The Bangladesh Protidin, and The Daily Star.

⇒ **Internal/External advertisement:**

The HR Department of The ACME Laboratories Limited has a deal with bdjobs.com. They just signed up with Chakri.com. The HR manager may at any moment issue a circular on this page. Here are job listings for mid-level and executive positions.

**Internal Advertisement**  
**Come and Grow with ACME**

**The ACME Laboratories Limited**, one of the top ranking and publicly listed Pharmaceutical companies of the country enjoying significant coverage in domestic and international market. To cope up with the business growth and to accommodate business requirements, we are looking for competent, enthusiastic, energetic, innovative, qualified and responsible professional.

**Post: Junior Officer - Warehouse**

**Required Qualifications & Competencies:**

- ❖ MSc/BSc from any recognized university.
- ❖ Excellent written drafting/oral communication skills (both in English and Bangla) is essential.
- ❖ Good expertise on MS Office package (word, excel, power point etc.)
- ❖ Age limit is upto 28 years preferably.

**Job Location:** Dhamrai Plant, Dhamrai.

**ACME offers competitive remuneration package with extensive learning  
Environment and impressive career path for deserving candidates.**

**Application Procedure:**

Candidates who meet all the requirements should send their updated résumé to: [talentsearch@acmeglobal.com](mailto:talentsearch@acmeglobal.com) mentioning "**040523: Jr. Officer-Warehouse**" in email subject line on or before **May 30, 2023 (Tuesday)**.

Candidates meeting the above mentioned profile will only be contacted for further assessment.

**(A.K.M. Mushiur Rahman Khan)**  
Director-HR and Administration

⇒ **Interns:**

Internships are one of the external sources. Intern resumes from various colleges and universities are being sought by the HR division. On occasion, students send their resumes to the HR department.

⇒ **Consulting the CV Bank:**

Storage for the impromptu applications in the information bank. A applicant will be invited to a written trial or meeting if their qualifications meet the requirements outlined in the job description. If a candidate coordinates for another position, they will be called to fill the coordinating position in the future. ACME rarely use this strategy during the hiring process.

## **CHAPTER- 4**

### **FINDINGS & DISCUSSION**

## **4.1 Analysis Of The Study**

During my internship at The ACME Laboratories Ltd., I gained knowledge regarding selecting and employing individuals. I also learned how the business selects the best applicant for each open position. They have a very meticulous hiring and selection procedure, which has assisted them in rising to the position of one of Bangladesh's top four pharmaceutical firms in terms of product sales. I started analyzing various hiring and selecting procedures as a result.

## **4.2 Findings Of The Study**

- i.** The Managing Director has the final approval power for all business and functional decisions. The HR Division doesn't begin any of its tasks according to plan until it has the Managing Director's consent.
- ii.** Line managers are often discussed in relation to modern HRM practices. Line managers and HR managers are both involved in the hiring and selection processes at ACME Laboratories Ltd.
- iii.** The ACME Laboratories Ltd. employs a continual procedure for recruiting and selection. The HR division has completed recruitment and selection actions chronologically almost every week.
- iv.** The HR department placed job postings on each branch's notice board. Additionally, they post this advertisement on their website. Consequently, the advertisement is visible to the company's employees. Additionally, the HR division keeps in touch with staff from other divisions so they can refer others to apply. However, their official website is devoid of any advertisements.
- v.** The hiring procedure used by The ACME Laboratories Ltd., in my opinion, is perfect. It corresponded to what I had read in the book. Essentially, they are the same. I therefore did not notice any discrepancy between them.
- vi.** The HR department, ACME Laboratories Ltd. fails to properly maintain the CV banks.
- vii.** Their talent management and recruitment departments each have just two employees. Only two persons handled every aspect of the hiring and selection process. Therefore, when employment demand is extremely high, there aren't enough of these folks.
- viii.** Those who were unsuccessful in the hiring and selection process are not contacted by the HR Division of ACME Laboratories Ltd.

- ix.** Their own website does not have external job postings.
- x.** The ACME continuously strives to maintain a top-notch working environment and protocols for health and safety that are acknowledged worldwide.

## **CHAPTER - 5**

### **RECOMMENDATION & CONCLUSION**



## 5.1 Recommendations

I had the chance to work with the Human Resources Division's Recruitment and Selection team throughout my internship. So, I suggest the following points:

- i.** While getting the Director's approval is crucial for big decisions, provide HR with the authority to start some regular duties without asking. Processes will be streamlined as a result, and execution will be timely.
- ii.** Provide training workshops for line managers on contemporary HRM procedures, focusing on their part in hiring and screening. Encourage closer coordination between HR managers and line managers to improve the hiring process as a whole.
- iii.** Put in place a well-organized recruiting schedule that specifies certain hiring times and guarantees a steady stream of recruitment activity. By doing this, it will be possible to prevent overtaxing HR staff and keep a regular flow of qualified applicants.
- iv.** By regularly adding relevant advertisements to the official website, you may increase the exposure of job posts. Think about utilizing social media sites to reach more people. Create a referral program to motivate staff to recommend job applicants.
- v.** Aligning the hiring procedure with recognized best practices should continue to be done. Review and update hiring process often to include new industry standards and maintain uniformity.
- vi.** Implement a reliable CV management system to ensure correct archiving and quick applicant profile retrieval. To pace up the selection process, update and classify CVs often depending on abilities and expertise.
- vii.** Examine the workload during the busiest hiring seasons and take into account temporary workforce additions to assist the hiring team. Cross-train current workers to help with simple hiring duties as needed.
- viii.** Create a standardized procedure for giving rejected candidates feedback. Implement a communication plan to inform applicants of the status of their applications, enhancing the applicant experience.
- ix.** Establish a dedicated careers section on the firm website with frequently updated job listings. This will improve the business' online employer brand and draw in prospective employees.
- x.** Continue to give the workplace environment and health standards top priority and improvement. Regularly review and update safety precautions, and inform possible

candidates of these actions to emphasize the company's dedication to employee safety.

## 5.2 Conclusion

I used my personal knowledge, insights, and experiences during my internship with ACME Laboratories Ltd. to compile this report. I conducted research on the present state of the hiring and selection process I employed at ACME Laboratories Ltd. before writing this affiliation report.

All of the data I obtained and discussed in this report comes from my own observations and discussions with ACME staff members. As a result, the data I offer in this report is very reliable, and the recruiting and selecting process I explain in this study is, as a result, more accurate and reliable.

One of ACME's advantages is the breadth of its product offerings. ACME and its market are growing satisfactorily, both in Bangladesh and in another country to which they export. The ACME brand has excellent accessibility and familiarity. The pharmaceutical industry faces intense competition on both the domestic and international markets.

ACME has been confident in their capacity to manage the challenge from the start of the operation. In order to distribute and advertise its products to people of all income levels, ACME is represented across Bangladesh. Strong hiring processes and teamwork, which are now engrained in the company's culture, can be credited with ACME's success. ACME has a better position on the market than others. Many countries export a wide variety of items at the moment. When consumers use the ACME product, they gain more advantages and support from society. The export of ACME's products contributes significantly to company earnings. To promote the development of the national pharmaceutical industry in our country, enterprises must take the initiative to produce raw materials, and the government should support and provide incentives for this sector.

The study shows that ACME Laboratories Ltd. has a good hiring and selection process. It also shows that the company's successful initiatives and sound human resources policies are a source of long-term competitive advantage because of their dedication to both service and product delivery. For this reason, the study looked at a series of recruiting and selection-related concerns and how they relate to the best results. Before giving suggestions for recruitment and selection policies based on actual experience, this report also assesses how well the organization's strategies, goals, policies, and processes are adapted to the hiring and selection process.

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## Appendice



**The ACME Laboratories Ltd.**

MANUFACTURERS OF ETHICAL DRUGS & MEDICINES

ISO 9001:2015 CERTIFIED COMPANY

Ref: ACME/HR/2023/M-1912

Date: July 20, 2022

### TO WHOM IT MAY CONCERN

This is to certify that **Sadi Mohammad**, student of BBA Program, (ID#111171227), United International University, has successfully completed his Internship Program under **HR & Administration Division**, The ACME Laboratories Ltd. from April 16, 2023 to July 20, 2023.

During the period of his internship program with us, he has been exposed to different processes and was found punctual, diligent and inquisitive.

We wish him all the best for her future endeavors.

Thanking You,

**(A.K.M. Mushiur Rahman Khan)**

Director,

HR & Administration Division

**Corporate Office :**

Court de la **ACME**

1/4, Kallayanpur, Mirpur Road

Dhaka-1207, Bangladesh.

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Fax : +88-02-58056299

E-mail : headoffice@acmeglobal.com

[www.acmeglobal.com](http://www.acmeglobal.com)

**Plant:**

Dhamrai, Dhaka, Bangladesh.

Phone : +88-02-7730881-2

+88-02-7730816-7, 7730142

Fax : +88-02-7730141

E-mail : plant@acmeglobal.com



**The ACME Laboratories Ltd.**

MANUFACTURERS OF ETHICAL DRUGS & MEDICINES

ISO 9001:2015 CERTIFIED COMPANY

Ref: ACME/HR/2023/M-1006

April 16, 2023

To

**Dr. Md. Zulfikur Rahman**  
Registrar  
United International University  
United City, Madani Avenue,  
Badda, Dhaka - 1212

Subject: **Internship Acceptance Letter.**

Dear Sir,

We are pleased to inform you that the Management has gladly accepted your student **Mr. Sadi Mohammad, ID#111171227** under BBA Program, major in **Human Resource Management** as an **"Intern"** under **HR & Administration** Division, The ACME Laboratories Ltd. at our Corporate Office, Dhaka for a period of 03 (Three) months with effect from **April 16, 2023**.

During the internship program, he will be assigned with a project and get an internship allowance at the rate of BDT 4,000/- (BDT Four Thousand) only per month, payable on submission of internship report at the end of internship program. **Mr. Sadi Mohammad** will be required to attend office on all working days and should not remain absent without prior approval.

**Mr. Sadi Mohammad** will report to **Mr. Ashik Hasan**, Deputy Manager, HR & Administration Division, The ACME Laboratories Ltd., Corporate Office, Dhaka on **April 16, 2023** at **09:00 am**.

Thanking you,

**(A.K.M. Mushiur Rahman Khan)**  
Head of HR & Administration

Copy to –

- Mr. Ashik Hasan, Deputy Manager, HR & Administration
- Mr. Sadi Mohammad

**Corporate Office :**

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