



Recruitment and Selection Process of Abedin Equipment Limited

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This report is submitted to the school of Business and Economics, United International University as a partial requirement for the degree fulfillment of Bachelor of Business Administration.

Internship Report
On
**Recruitment and Selection Process of Abedin Equipment
Limited**

Course code: INT 4399

Submitted To
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Letter of Transmittal

October 09, 2022

Gouranga Chandra Debnath, PhD

Assistant Professor,

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United International University

Subject: Submission of Internship Report on Recruitment and Selection Process of Abedin Equipment Limited.

Dear Sir,

It is my great pleasure to complete the internship report under your instruction and supervision. I have conducted the report on Abedin Equipment Limited (ABEL), where I summarized my entire study which is part of the Bachelor of Business Administration degree and the INT course 4399.

The report is based on the real life experience in the HR department on the auto motor company, which is Abedin Equipment Limited. The report outlines are followed as per the guidelines and instruction provided by the university BBA Program.

However, I hope that you would be kind enough to accept my internship report on Abedin Equipment Limited, and oblige thereby. It would be a great honor if I get the opportunity to explain any query of yours and receive your valuable suggestion regarding this report.

Thanking you in anticipation.

Sincerely Yours,



Asif Hossain

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Declaration of the Student

I, **Asif Hossain**, a student of Bachelor of Business Administration (BBA), Department of HRM, School of Business and Economics of United International University, declaring that my this particular project report has only been prepared and conducted for my university course purpose. I prepared this report for the particular INT course 4399, as the requirement of the university.

I also declare that all the resources used in this report are collected by me and is completed all by me. It does not contain any materials or contents that are published before or written by any other person, which have been accepted for the degree of United International University, or any other institution. The information, which is used in the report, related to the organization that has been acknowledged properly with the source.

Sincerely Yours,



Asif Hossain

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Acknowledgment

To begin, I would want to express my gratitude to Allah for the favor with which I was successful in completing my internship report on time and successfully.

However, I would like to express my gratitude towards some people, without their support, it would be impossible to complete this internship program and complete this report.

Gouranga Chandra Debnath, PhD

Assistant Professor,

School of Business and Economics

United International University

I would like to thank my honorable faculty for INT 4399, Internship course of my university. Without his instruction and guidance, it would not be possible to complete this report on my own.

Saiful Haque

Assistant Manager,

HR & Admin Department

Abedin Equipment Limited (ABEL)

I am very grateful and thankful to this special kind human being. He provided me, supported me through thick, and thin and always encouraged me to relax and work. Without sir's guidance, it would be impossible to survive in this corporate. I am very inspired by his words and working method and will be forever grateful to him.

Tashreef Mahbub Matin

Officer,

HR & Admin Department

Abedin Equipment Limited (ABEL)

I am very much grateful to you mam for assisting me and making me involve in your daily activity and create a learning opportunity for me. I will always be grateful and thankful towards you mam.

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Executive

The Internship Report entitled "Recruitment and Selection Process of Abedin Equipment Limited" was first conceived as a component of the required coursework for the BBA Program at United International University. The objective of this report is to identify the real life firsthand experience in the corporate world. The organization I worked as an intern in Abedin Equipment Limited. Abedin Equipment Ltd. has been in the business of importing and selling power tools, automotive parts, and fixing systems in Bangladesh for close to fifty years. The main purpose of preparing this report is to study on their recruiting and selection procedure for the Sales and Marketing department.

The study starts with a general introduction to the overview of Abedin Equipment Limited covering the organization's goals, breadth of its vision, and current constraints. After that, in order to reduce the size of the workforce shortfall for the sales and marketing department, the HR department, they will implement a recruitment and selection process for their organization. Forming a personnel request and submitting it to HR is the first stage in the recruitment and selection process. After receiving approval, the ads are published in online portals. The next steps are to arrange for written test, interviews and assessments, and finally a medical test. In this paper, we explain in more depth the role that human resources plays in the selection of the best candidates, as well as the steps used to find the most qualified candidates. And on the analysis of the study, I have provided some recommendations for improving about these activities. After studying this analysis, it is clear that an effective, competent, and active involvement in the Recruitment and Selection process drives an organization to the height of achievement.

CHAPTER 01

INTRODUCTION

1.1 Introduction of the Report

Abedin Equipment Limited entered the market with the dual goals of supplying in Bangladesh with agricultural machinery, power tools, construction chemicals and tools, fixing systems and chemical anchoring, garden tools, automotive spares and accessories, and desiccant through the import, marketing, distribution, and after sales & service of these products and contributing to the social and economic development of Bangladesh. It provides a wide range of services to customers with the goal of simplifying their daily lives and monetary dealings, and it does so by regularly adopting innovative digital approaches. In order to be competitive in today's ever-expanding economic environment, companies like Abedin Equipment Limited have strengthened their Human Resources departments and come to see their employees as a valuable resource—a kind of intangible capital. It is therefore very usual for the HRD, which stands for the Human Resource Department, to have the important duty of recruiting and selecting the appropriate individuals for the appropriate job position. The main purpose of this report is to study on the recruitment and selection process of Abedin Equipment Limited.

This internship report is prepared for a partial requirement for the degree fulfillment of Bachelor of Business Administration. I have gained hands on experiences about the HR activities and following practices in Abedin Equipment Limited Company. And these issues are a significant source in the main study of this report which has been done under the supervision of my course supervisor, Gouranga Chandra Debnath, PhD, Assistant Professor, Business and Economics, United International University.

1.2 Objectives of the Report

These are the study's objectives in their entirety, as listed below:

1.2.1 Broad Objective

- To analyze the recruitment and selection process of Abedin Equipment Limited.

1.2.2 Specific Objectives

The following are some of the objectives of this report, which are listed below:

- a) To know about the overview of Abedin Equipment Limited.
- b) To analyze the factors of recruitment and selection process of Abedin Equipment Limited.

- c) To find out the challenges of recruitment and selection process of Abedin Equipment Limited.
- d) To provide some recommendations that can help to HR manager to develop and implement effective recruitment and selection process for getting potential manpower to the organization of Abedin Equipment Limited.

1.3 Methodology of the Report

In its entirety, the study is based on direct conversation and observation with the members and employees of Abedin Equipment Limited. For the purpose of this report, both informal and formal interviews were conducted.

1.3.1 Primary Data

Directly from employees of the company, I have acquired data for this report by interviewing them, and the major data for this report has been gathered by following the approach outlined below:

- A face to face conversation about a relevant subject,
- Interviewing employees from Abedin Equipment Limited,
- Direct observation of the existing state of human resource practices and operations in the private organization.

1.3.2 Secondary Data

- Official Website of Abedin Equipment Limited.
- Newspapers, journals, annual reports and articles, which are related to the topic of the study.

1.4 Limitation of the Report

This report was compiled using comments from the Human Resources teams. Some employees may feel that the data linked to them is not private enough to keep from the public eye. As a corollary, time constraints were an issue. Due to time constraints, it was not feasible to study a sizable sample in the course of the analysis and research. My contract was limited for three months. However, a thorough and unambiguous investigation cannot be conducted in such a short time frame. The lack of details necessitated the adoption of some educated guesses. Accordingly, the report might have a few scribbled-on typos. Despite several constraints, I did my best to provide the report.

CHAPTER 02

LITERATURE REVIEW

2.1 Human Resource Management

The HR division of a company is in charge of monitoring any management actions that might affect the workforce (Reddy, 2011). Management of human resources has been characterized in a variety of different ways by a large number of academics.

According to (Daud, 2006), Human resource management (HRM) is a system of guidelines and rules designed to improve the working conditions of an organization's employees. According to (Juyal, 2006) and other sources, human resource management encompasses any function related to an organization's employees (HRM).

Human resource management guidelines and policies have been shown to affect worker conduct (De Cieri, 2008). Human resource management (HRM) seeks to achieve a happy medium between employees' requirements and those of the business as a whole, therefore maximizing both parties' interests (Ahmad, 2012). According to the definition provided by the Society for Human Resource Management (SHRM), human resource management (HRM) is the process through which an organization plans, implements, and evaluates its efforts to effectively manage its most precious resource: its employees (Burma, 2014).

2.2 Recruitment and Selection Process

What does recruiting include in a business setting? A job description, a list of duties, a list of qualifications for candidates, a plan for finding qualified candidates, and, of course, encouraging people to apply for the position. The selection procedure comprises reviewing applications to identify suitable individuals, conducting interviews, creating a short list, and ultimately choosing the best applicant (Harness, 2019).

Each phase of recruiting and selection helps to finding the most suitable individuals for any particular job, and you should consider recruitment and retention to consist of the eight processes indicated below:



Figure2.1: Recruitment and Selection Process

2.3 Recruitment and Selection Process in Private Sector Organization

Managers and company owners in the private sector typically see the hiring and selection process as a personal issue and rely on unofficial channels to fill open positions. Legal requirements mean that private enterprises do not have to advertise job openings in the media or maintain formal recruiting and selection processes in order to fill jobs (Absar, 2014). The company only makes hires when absolutely necessary and then only after carefully considering each candidate. As business owners and managers strive to uphold their social obligations to those closest to them, they often prioritize loyalty and familiarity above competence and experience when making hiring decisions (Chowdhury S. &, 2012). But they need to take the needs of political leaders and other influential groups into consideration if they want to run their business successfully. If they don't, the disgruntled parties could make it hard to receive finance, get necessary permissions from government authorities, keep corporate sites secure, and deal with other problems (Absar N. &, 2010).

Most private sector organizations give preference to recruiting inside the family when filling top positions. Thus, the graphic illustrates how practices related to promotion, transfer, and benefits are regulated according to social relationships and personal ties. Advertisements in newspapers are sometimes used by private sector companies, but only for highly specialized

jobs that cannot be filled by family and friends. When compared to the public sector, the private sector places a greater emphasis on social connections and personal relationships when making employment decisions (Khan, 2013). These business leaders often avoid taking a formally regulated approach to recruiting because they feel it threatens their power and control. Management posts are often advertised in the private sector. It's important to note that these ads serve more as a means of brand marketing than as a means of staff recruitment.

The high rate of unemployment and the intense rivalry for the existing positions lead upper-level management to favor family and friends in the recruiting and promotion processes. Companies seldom have difficulties in either attracting or retaining competent personnel because of the vast labor market. In very rare cases, seasoned experts would quit their existing employment in quest of a higher compensation and better benefits package. In a growing economy, new entrants to a sector generally depend on headhunters to find competent applicants for top-level management jobs, while informal channels are employed to find acceptable individuals. No laws are in existence in Bangladesh to control the hiring practices of businesses.

CHAPTER 03

HR Activities of ABEL

3.1 Overview of HRD of ABEL

According to my point of view, the department responsible for managing human resources is the one that contributes the most to the overall success of any firm. The main duties of human resources (HR) are very essential and necessary for any business to carry out its day-to-day operations. One of the most active and productive departments in the ABEL is the one that deals with human resources. When recruiting new workers, HR always plays a vital part and picks the candidate who is the greatest match for the position that is open. Additionally, HR is responsible for maximizing output by capitalizing on the skills of staff members.

Workers are the most valuable asset of any business. ABEL views its people as an asset and provides appropriate compensation to encourage optimal performance. Human resources, in my opinion, should always serve as a connecting link between other departments to facilitate communication and collaboration inside an organization.

ABEL's senior HR manager is the best person to oversee the Human Resources division, and he does it with great success. He is one of the most seasoned members of the Human Resources team of ABEL. He is an expert on all things related to employees and the inner workings of the business.

3.1.1 Hierarchy of HRD

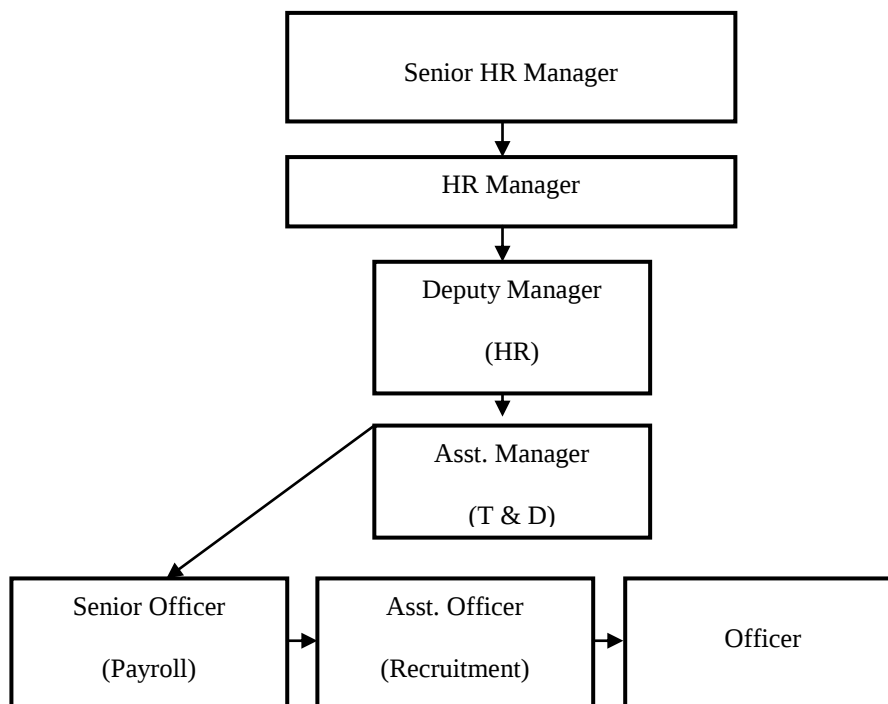


Figure3.1: Hierarchy Structure of the HRD of ABEL

3.1.2 Activity and Function of HRD

The Human Resources division of Abedin Equipment Limited is responsible for performing all of the essential HR activities.

a) HR planning and staffing

When it comes to human resources (HR) planning and staffing, the HR department plays a vital role in the business, both in terms of preparing for the organization's objectives and in coming up with innovative, creative approaches to increasing employee engagement. Women's Day, May Day, and other holidays and celebrations such as Bengali New Year and national days are just a few of the many events that are planned for the corporation by this group.

But ABEL's HR department uses technology minimally for their HR planning and staffing. But effective HRP and staffing strategy would help them anticipate the future, in my perspective. The workforce strategy and prediction will show how many employees ABEL will require all year. As a result, it is very necessary for them to have a human resources department that is both comprehensive and more technically focused in order to do strategic planning for their human resources and demand/supply forecasting.

b) Recruitment and Selection

The senior HR manger, manger, and deputy HR Manager in the HR team are accountable for this. Hiring new employees is a crucial task for every business, and HR is responsible for carrying it out. Depending on the employee's rank, a specific recruiting and selection procedure may be used. There were both workers who were required to take a written exam and those who were not. Every applicant, whether applying for a junior, senior officer position, must take a written and computer-based exam. Since integrity and openness are highly valued at Abedin Equipment Limited, the company has a strict hiring process and a fair policy in place. Since Abedin Equipment Limited has an agreement with BD Jobs.com, the website is used to publish available positions. The first stage in any recruiting process is gathering resumes from interested parties. From there, a shortlist of suitable applicants is created and invited for further consideration. If they do well enough on the exams, the HR staff will invite the applicant in for an interview. An HR manager or senior assistant manager, as well as the managers of the departments the new hire would be joining, may participate in

the interview process. Recruitment at Abedin Equipment Limited occurs solely when a position becomes vacant or when an existing employee leaves.

When ABEL makes an effort to recruit people from other sources, such online advertisement, the company is required to be transparent and visible about its activities. In addition to that, they are required to provide applicants with information on the wage range, benefits, and any other conditions associated with the position.

c) Employee Profile and Personal File management

Always establish a new file whenever Abedin Equipment Limited accepts a new employee; this file may include all of the information that is currently known about the new employee. When applying to work with Abedin Equipment Limited as a new joiner, candidates will need to provide the firm with a number of different informational papers before their application can be processed. During my internship at Abedin Equipment Limited, I was responsible for managing hundreds of files and I went through around 15 of them for professional purposes, so I got to see firsthand how thoroughly the firm gathers and uses data.

But during my internship period I found that, some of the documents of employees' profile are managed and stored by paper based which is time consuming and more costly. In this situation, the HRD of ABEL can use good and updating HRIS system.



Figure3.2: Activity and Function of HRD

d) Training and Career Development

The HR division of Abedin Equipment Limited is responsible for organizing and facilitating all of the company's employees' training, and its own employees are no exception. At Abedin Equipment Limited, the human resources department oversees a program called SHINE. The program lasts for six months, during which time staff members are exposed to and encouraged to adopt aspects of the Abedin Equipment Limited ethos. Due to the fact that new hires become full-time staff members after the first six-month probationary term, this program is open to them.

However, I found that the management of ABEL may not take quick decision in response to issues or negative feedback revealed in the process of training and development. Even while assessment and feedback on employee performance are carried out in a methodical way, communication gaps between trainers and trainees are regularly found, which may have a negative effect on the employee's overall performance.

e) Performance Appraisal

The HR department is responsible for conducting annual performance reviews, which are an integral part of every successful business. Department heads throughout the organization work together at the start of the New Year to establish attainable objectives for their teams to achieve during the next 12 months. The HR department then evaluates the objectives to validate their veracity. After keeping track of their work throughout the year, employees get raises at year's end based on the information provided in their annual evaluations. The performance evaluation classifies employee actions into the three categories of exceeding, meeting, and needing improvement. They are paid based on how well they perform.

In my experience, I have observed that the organization's raters might be biased sometimes in their assessments of employees' performance. The HR manager can reduce the impact of recency bias by establishing regular check-ins with personnel to collect input on overall performance data. They must ask their peers for comments on how they did so he may evaluate their level of performance.

f) Compensation

According to the Labor Law of Bangladesh 2006, all Abedin Equipment Limited employees are eligible for this package of pay and benefits. When it comes to following the rules and respecting the law, ABEDIN EQUIPMENT LIMITED Bangladesh is very diligent. Every HR employee had a copy of the legislation on their desk, which led me to assume that nobody else needed to be well-versed in Bangladeshi labor regulations.

Employees at different levels at Abedin Equipment Limited are eligible for various allowances. When an employee incurs even a little out-of-pocket expense in the course of doing official business for the firm, the worker is entitled to reimbursement. Claim forms are available from Abedin Equipment Limited as well. Considering the large number of women who work at Abedin Equipment Limited and the distances they had to travel to get there from all around Dhaka, the company provides unique benefits to its female workers. After each

month, they are given the transportation fee, and they may submit a claim for reimbursement to HR; if approved, Finance will provide a check to the employee.

In my experiences, I found some employees of the organization are satisfied with the way they are paid right now. While some employees get significant compensation packages, others receive lower than expected wages. However, some workers are rewarded with bonuses and other benefits while others are left out in the cold. So, it is important for organizations to build their own KPI measurement models, which should link to the succession planning, goals, and performances of the business for maintaining well compensation policies.

CHAPTER 04

ANALYSIS AND FINDINGS

4.1 Recruitment and Selection Process of Abedin Equipment Limited

Abedin Equipment Limited's human resources department is collaborating with the AGM manager and team of recruitment department to meet the company's overall staffing needs. They use a number of methods intended to boost HR efficiency. The next stage for a company after anticipating its future human resource needs is to locate prospective sources from which those needs may be satisfied. Because of this, it's important to assess whether or not there are sufficient personnel, the right kind of personnel, and enough qualified personnel to fill any open jobs. Thus, the acquisition strategy is part of supply analysis, along with who, where, how, and when of recruitment.

There is never a surplus of available human resources at Abedin Equipment Limited. They frequently do not have sufficient human resources personnel for sales and marketing department within the company to meet the requirements of their workforce, which results in a shortfall.

$$\text{HR DEFICIT} = \text{HR DEMAND} > \text{HR INTERNAL SUPPLY}$$

In addition, Abedin Equipment Limited will construct a recruiting and selection procedure for their company in order to cut down on the size of the workforce gap that exists within the HR department.

4.2 Approach of Recruitment for Sales and Marketing Position

In order to forecast staffing needs, Abedin Equipment Limited's HR division often forwards out a standardized format to all of the company's other departments at the start of each year. This includes the HR divisions at Abedin Equipment Limited's branches and any other departments. The Human Resources Manager at Abedin Equipment Limited uses this data to project staffing requirements for the next year. As far as we are aware, Abedin Equipment Limited does not engage in any kind of long-term human resource planning.

Abedin Equipment Limited's recruiting initiatives are focused on acquiring and retaining competent workers who will thrive in their roles. The company would look for employees who aren't simply qualified for the positions they're applying for, but also committed to staying with the company for the long term.

4.2.1 Types of Recruitment System at ABEL

Abedin Equipment Limited has two distinct methods of recruitment for all of its divisions, including the HR department. These methods are both based on sourcing candidates internally and externally.

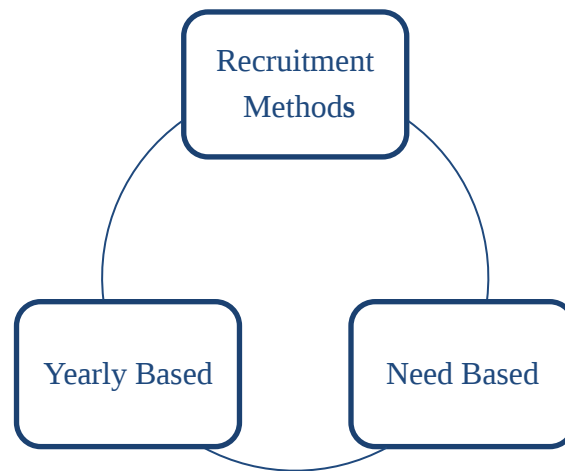


Figure4.1: Types of Recruitment System at ABEL

- Recruitment is carried out on a yearly basis in accordance with the HR strategy, and it is carried out each year.
- The procedure is carried out according to need-based recruiting whenever an opportunity unexpectedly presents itself.

4.2.2 Methods and Sources of Recruitment

The organization's yearly human resources strategy plan will assist the Human Resources department as it conducts hiring. However, it is possible that the duty and work of summarizing the pool of prospective candidates will be delegated to the different departments within the firm that require the profiles. For general-level positions, hiring will be conducted based on demonstrated abilities. This means that campus recruitment efforts should align with the placement seasons of the various schools involved. Based on the offered programs, the candidate pools' backgrounds, and the company's current employment needs, Abedin Equipment Limited's Human Resources department may choose a pool of educational institutions from which to hire HR experts.

External Sources

- On Campus Recruitment.
- Employees' Referrals.

- List of Applicants through Abedin Equipment Limited career website.

When making a decision for the sales and marketing position, the Human Resources Division at Abedin Equipment Limited will take into account a number of factors, including the ones listed below:

- ☐ The available pool of potential candidates
- ☐ Requirement of Times

And the External methods of recruitment for HR department are:

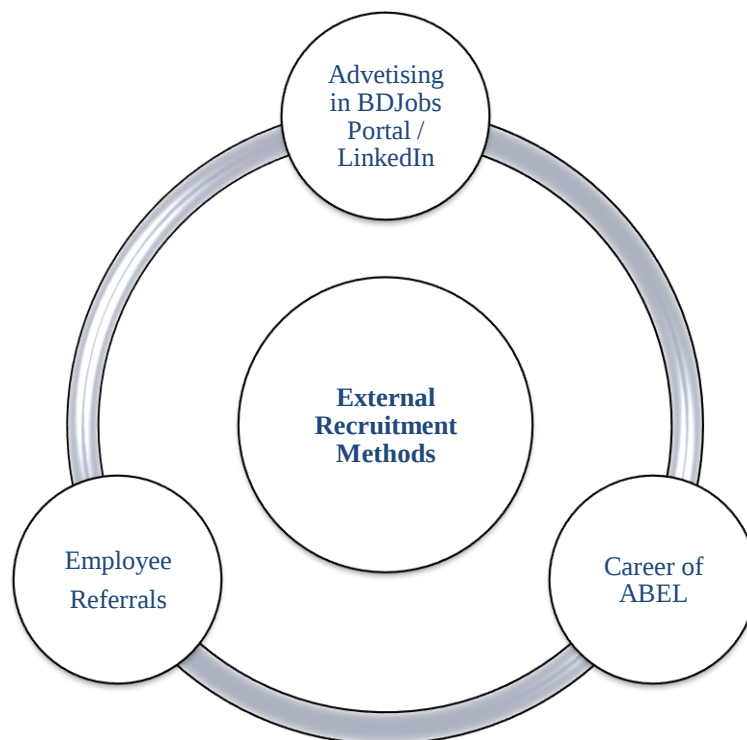


Figure4.2: Sources of Recruitment

4.2.3 Requirements for the Candidates of Sales and Marketing Position

It is necessary to input the required number of eligible applications that the Abedin Equipment Limited's HR department requires for the position of sales and marketing officer. Both recent graduates and hire the right people with relevant work experience are encouraged to apply. To be considered for a position with Abedin Equipment Limited, candidates must fulfill the minimal qualifications the company has established for its entry-level employees.

For Entry Level Position (Junior Officer) of Sales and Marketing Department: Abedin Equipment Limited prefer applicants from the graduation of Bachelor of Science (BSc) in

Agricultural Engineering, Bachelor of Business Administration (BBA) in Marketing, Bachelor of Business Studies (BBS) in Marketing, from any public university or Private University candidates with 0 to 5 years work experiences are given a lot of significance at Abedin Equipment Limited for junior officer in the sales and marketing department. Additionally, the applicants should have experience in the following business area(s): Agro based firms (incl. Agro Processing/Seed/GM), Automobile, Beverage, Engineering Firms, Industrial Machineries (Generator, Diesel Engine etc.), Manufacturing (FMCG), Motor Vehicle body manufacturer.

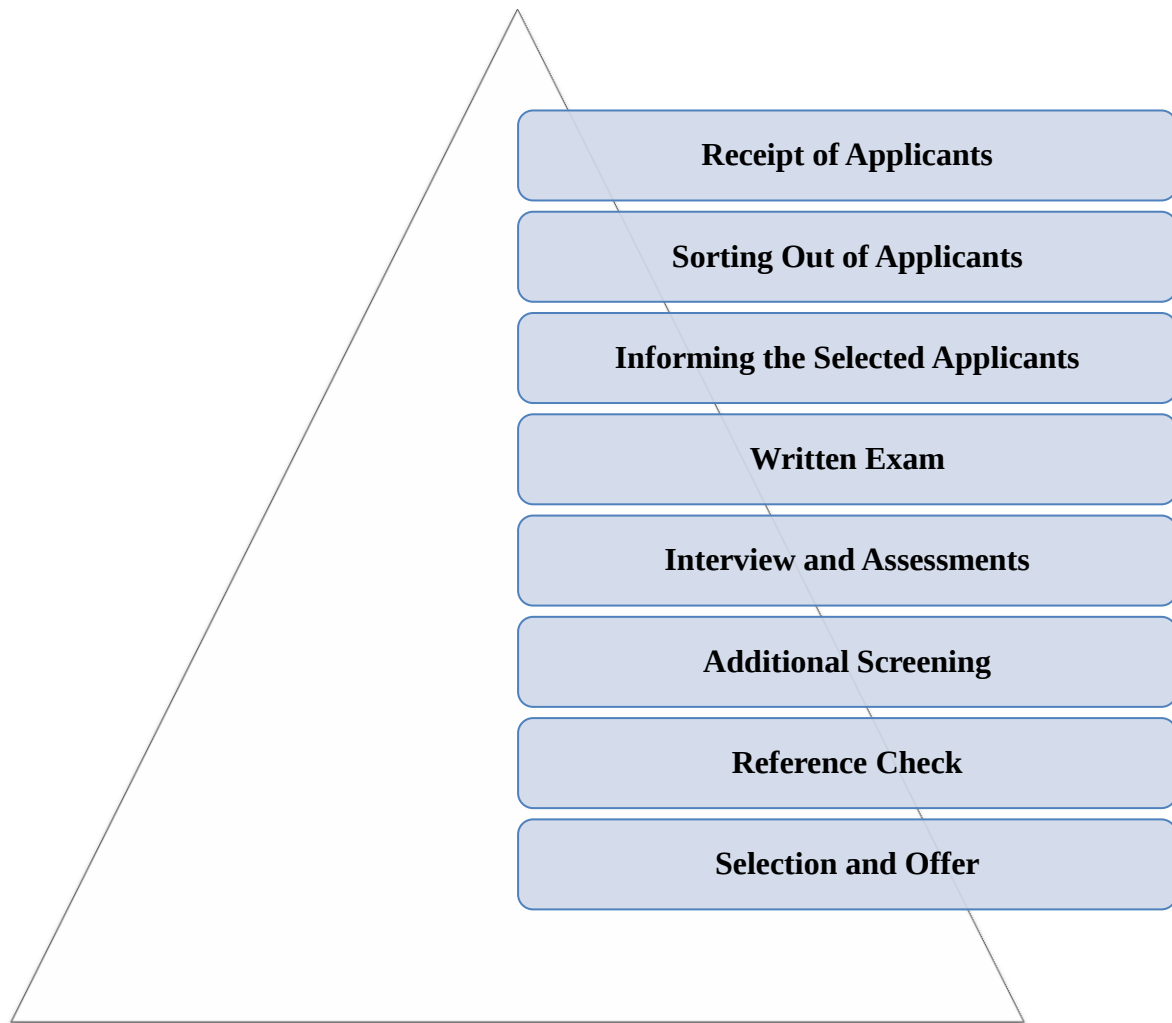
Additional Requirements:

- Age 25 to 32 years
- Only males are allowed to apply
- Good interpersonal skill.
- Must be self driven and possess good work ethics.
- Ability to write monthly and quarterly reports.
- Must be a good team member.
- Must be persuasive and ready to do a lot of legwork
- Skilled in MS Office Suite.
- Must have valid Motorcycle License.

4.3 Approach of Selection Process for Sales and Marketing Position

Abedin Equipment Limited has constructed a recruitment process that will allow them to identify and hire employees who are not just skillful but also motivated, capable, and trustworthy. They base their choice on the applicant's skills, experience, and motivation.

Confidential and impartial: Abedin Equipment Limited is committed to maintaining the confidentiality and impartiality of all job applicants.



Figur4.3: Selection Process of ABEDIN EQUIPMENT LIMITED

a) Receipt of Applicants

This is the initial criterion for joining Abedin Equipment Limited, and job seekers in Bangladesh may respond to advertisements for vacant positions by submitting their resumes and cover letters using the online application system. Abedin Equipment Limited's Human Resources assistant manager (HRD) is in charge of compiling resumes for available jobs in the HR division (recruitment). The application period for candidates to respond to advertisements that have been posted on internet portals is at least three weeks long (BD Jobs.com or ABEL's Career website). When a certain



amount of time has passed, the window of opportunity to submit applications for each vacant post will be deemed to have come to an end. Prospective candidates are now required to submit their applications using an internet platform using an online application form.

b) Sorting Out of Applicants

The HRD of Abedin Equipment Limited will now narrow down the pool of interested parties to a select few. For efficiency's sake, HR could have the appropriate divisions handle this instead (for which the selection is being conducted). In order to fill available vacancies, it may be necessary to review applications submitted by an unusual pool of candidates. The alternative is to look outside the company for qualified and experienced individuals.



c) Written Exam Test

After qualified applicants have been located, they are contacted and invited to written exam at their office or sometime in online. On written exam, the HRD of ABEL evaluates the candidates' only the capability of writing skills. Various sales and marketing related questions are formulated for the position of sales officer.

d) Informing the Selected Applicants

Interviews and/or assessments are scheduled with candidates for entry-level positions once applications have been assessed and a shortlist has been generated. A member of the hiring staff will get in touch with the candidates if they think their background is a good fit for the positions they are currently advertising. Setting up in-person or remote interviews with the company is the next step.



e) Interview and Assessments

The interviews are conducted by a panel including the AGM, sometimes GM and an assistant manager. There is often just one interview stage before a candidate gets hired. The standard practice in selecting an employee is to conduct just one interview. However, it may take a substantial number of



interviews to find qualified human resources professionals. Assessments may be used to learn more about a candidate's personality, intelligence, and practical abilities for certain jobs.

They may invite the shortlisted candidates to take part in a brief psychometric assessment depending on the degree and degree of detail of the post they are trying to fill.

Candidates will have the opportunity to find out more about the requirements of the position, their future manager, the culture of ABEL, as well as the environment in which they will be working during these interviews.

f) Additional Screening

Medical checks and/or drug testing may also be warranted, depending on the position.

g) Reference Check

ABEL, they will get authorization from candidates first, and then they will ask their references questions about their prior accomplishments, talents, and demeanor while they were working.

h) Selection and Offer

In Abedin Equipment Limited, their selection committee will determine which applicant is the best qualified to fill the position. After it has been determined that applicants are the best candidate for the position, a member of the HR team will email them an offer of employment.

Candidates will be informed of the results of their application if it is unsuccessful. Abedin Equipment Limited may give again opportunities will arise that are a better fit for their skills and experience. If this is the case, they will be in touch, but in the meanwhile, they encourage them to keep an eye out for open positions.

4.4 Findings

The culture of Abedin Equipment Limited is really comforting; not only are people courteous and considerate to one another, but they are also incredibly friendly with one another. Aside from these, I've seen a few more shortcomings that may be addressed, including:

1. Candidates who submitted their resumes months ago and have recently obtained a job offer from another firm have occasionally expressed reluctance to attend phone-invitation interviews due to the lengthy process of recruitment and selection process of the

organization. Beside, the employees of HRD aren't checking their work-related email accounts regularly and responsibly.

2. Some applicants were apprehensive about working in their selected outside of Dhaka area. At first, they are enthusiastic and willing to join any location in Bangladesh on the interview board, but when they report back to the supervisor or HR manager of Abedin Equipment, they seem indifferent.
3. Working with the recruiting section of HRD, I have seen hundreds of individuals participate since the opening of the position. However, the management was not able to provide sufficient space or seating arrangements.
4. They are shifting toward a quantitative rather than a qualitative focus in order to achieve individual targets, and this is one of the reasons why some inexperienced individuals won't be able to make it through the increased work pressure.
5. Manual tasks like filling out long personal history forms may be simplified with the use of computers. Applicants could complete the forms from the comfort of their own homes, and the organization would save time and energy by printing them out in bulk. My project took longer than it should have because of a time constraint in the manual HRM Software application. During the process of updating the data, certain commands were not taken correctly, and a few error codes showed, requiring me to enter all of the data from the beginning, which made my project take longer to complete.

CHAPTER 05

RECOMMENDATIONS AND CONCLUSION

5.1 Recommendations

The following steps that can be help to HR coordinator of **Abedin Equipment Limited** to overcome the challenges on recruitment and selection process:

1. In order to save time and identify qualified candidates, it is necessary to regular check Job career email boxes by the HRD of the organization.
2. In the event of working outside of Dhaka that the authority hints at stricter restrictions in this plan before conducting interview sessions or inviting to participate on interview sessions, this type of situation will not happen again.
3. The space that will be used for interviews, examinations, and the gathering of applicants should be well-defined and sufficiently spacious. Additionally, the time, cost, and effort of both candidates and examiners may be saved if the authority gave tests virtually, through online examination or psychological component.
4. When it comes to selecting and hiring employees, they ought to prioritize quality over quantity. Sometimes, in the interest of meeting a target and receiving an incentive, they hire unqualified individuals who are unable to deal with the amount of work they are given, become depressed, and are eventually fired from the organization.
5. In order to save time and prevent human error, certain processes might be computerized. For example, applicants' personal histories could be gathered in advance of the interview day by providing this information online. Besides, It is essential that the right steps be taken in order to develop more cutting-edge HRIS software in order to cut down on the amount of time that is consumed during the recruitment process.

5.2 Conclusion

Human resource management's (HRM) overarching goal is to satisfy any and all needs of an organization's employees in terms of productivity and quality. Consequently, the needs of the business and its employees are met at the HR management process's first step: hiring.

According to the findings of the "Recruitment and Selection Procedure of Abedin Equipment Limited" research conducted by the Human Resources department and the Annual General Meeting of the firm for the sales position, employees are the most valuable resource for the expansion of the business. When making these essential supplies, there are a number of factors to consider. The "Recruitment and Selection Procedure" should be taken into account here. Improving a business' output requires a recruiting and selection process that is both

efficient and adaptable. Abedin Equipment Limited has an innovative approach to the recruiting and selection of its staff. Human resources employees at Abedin Equipment Limited are now required to go above and beyond the terms of their contracts and policies in order to make meaningful contributions to the daily operations and growth of the business.

Staffing is a key component of HR since it ensures that the company has enough qualified workers to satisfy its future demands. The report's study reveals both successful and ineffective practices that might be modified to improve human resource management in the workplace. If the hotel uses the information in this report, it will be better able to transform the dangers posed by Abedin Equipment Limited into opportunities.

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Appendix

Job Circular of Abedin Equipment Limited for Sales Officer





আমরা ও নির্ভরসর প্রতীক

নিয়োগ বিজ্ঞপ্তি

আবেদিন ইকুইপমেন্ট লিমিটেড অত্যন্ত সুনামের সাথে সমগ্র দেশব্যাপী বিশ্বখ্যাত **CASE III** ব্র্যান্ডের কিউএ ট্রাক্টর বাজারজাত করছে। কিউএ ট্রাক্টর-এর ক্রমবর্ধমান চাহিদার প্রেক্ষিতে এবং গ্রাহকদের উচ্চমানের বিক্রয়োত্তর সেবা প্রদানের লক্ষ্যে কোম্পানির শাখা অফিসসমূহে (ঢাকার বাহিরে) কাজের জন্য নিম্নোক্ত পদে অভিসন্দের লোক নিয়োগ করা হবে। প্রয়োজনীয় শিক্ষাগত ও পেশাগত যোগ্যতা নিম্নে উল্লেখ করা হল :

পদের নাম	শিক্ষাগত যোগ্যতা	বয়স	অভিজ্ঞতা	কাজের ধরন
সেল্‌স অফিসার	যেকোনো বিষয়ে স্নাতক/স্নাতকোত্তর/ডিপ্লোমা ইঞ্জিনিয়ার	২২-৩৫ বৎসর	ট্রাক্টর/কমার্শিয়াল ভিহিক্যাল বিপণনে ২ বছরের অভিজ্ঞতা	বিক্রয় ও আদায়সহ টেরিটরির যাবতীয় কার্যক্রম পরিচালনা
এক্সিকিউটিভ (রিকভারি)	ন্যূনতম এইচ এস সি পাস	৩০-৪০ বৎসর	অবসরপ্রাপ্ত সেনা, নৌ অথবা বিমান বাহিনীর সদস্য যারা র‍্যাং-এর মাঠ পর্যায়ে কাজ করেছেন। এনজিও কর্মীদের অগ্রাধিকার দেয়া হবে	বকেয়া আদায় সংক্রান্ত যাবতীয় কার্যক্রম
সার্ভিস ইঞ্জিনিয়ার	ডিপ্লোমা-ইন-অটোমোবিল/মেকানিক্যাল/পাওয়ার	২০-৩০ বৎসর	ট্রাক্টর কোম্পানিতে ন্যূনতম ৩ বছরের অভিজ্ঞতা	বিক্রয়োত্তর সেবা কার্যক্রম পরিচালনা
ম্যানেজমেন্ট ট্রেনি (এ্যাকাউন্টস্‌)	হিসাব বিজ্ঞানে অনার্স/মাস্টার্স	২২-৩০ বৎসর	প্রয়োজন নাই	শাখা অফিসের সকল প্রকার হিসাব সংক্রান্ত কাজ করা
স্টোর কিপার	ন্যূনতম ডিপ্লোমা/দ্বাদশ/ভোকেশনাল	১৮-৩০ বৎসর	প্রয়োজন নাই	সকল প্রকার পার্টস্‌সহ অন্যান্য স্টোর সংরক্ষণ ও সরবরাহ
ট্রেনি অফিসার (সাপ্লাই চেইন)	বিএসসি-ইন-আইপিই	২২-২৮ বৎসর	প্রয়োজন নাই	ডিস্ট্রিবিউশন এবং সাপ্লাই চেইন প্র্যানিং ও মনিটরিং সংক্রান্ত যাবতীয় কার্যক্রম পরিচালনা

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ব্র্যান্ডের



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