

UNITED INTERNATIONAL UNIVERSITY



Internship Report On Employee Recruitment & Selection Process at Snowtex

Submitted To
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Date of Submission:
1st October, 2023

Letter of Transmittal

Date: 1 October, 2023

To Mimmun Sultana

Assistant Professor,

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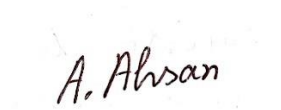
Subject: Internship report on " Employee recruitment & Selection Process at Snowtex."

Dear Ma'am,

Please be aware that the information in this report was gathered using the topic you specified. All efforts have been made to ensure that the " Employee recruitment & Selection Process" is presented in an accurate light in this internship report. A Survey of Snowtex. I feel I've put in sufficient effort to complete the report per your specifications.

There may be inaccuracies in the report, despite the fact that I did my best when writing it. Please consider this report and those mistakes seriously.

Sincerely yours



.....

Abid Ahsan

ID- 111 193 002

Program- BBA

Major: Supply Chain Management

Declaration of the Student

By signing below, I, the undersigned, attest that the above project report is the result of my own independent work completed in partial fulfillment of course requirements while collaborating with Assistant Professor Mimmun Sultana. As the author of this study, I attest that all claims made and data presented here are the result of my own independent investigation.

I also certify that everything in this report is my original work, as I conceived the ideas and drafted the document with the assistance of my academic advisor. I also affirm that this report has not been submitted to any other university for the purpose of earning another degree, diploma, or certificate.

In composing this report, I have followed all university requirements.

A handwritten signature in black ink that reads "A. Ahsan". The signature is written in a cursive style with a large initial 'A'.

Abid Ahsan

ID- 111 193 002

School of Business and Economics

United international University

Acknowledgement

To begin, I'd want to offer my heartfelt appreciation to Allah for providing me with the courage and composure I required to finish the assignment on time. Internships are an important element of the BBA curriculum because they allow students to get real-world experience by seeing and participating in the daily operations of a firm. Snowtex Limited was an excellent place to intern.

I'd want to take this opportunity to thank Mimmun Sultana, my exceptional internship supervisor and Assistant Professor in United International University's School of Business and Economics (SOBE). Her valuable guidance was the backbone of this work, and it would not have been possible to succeed without it.

Finally, I'd want to thank you for providing me with such a wonderful work environment; it was a pleasure to manage and watch operations throughout my internship as a result.

Executive Summary

All human resources issues are handled by Snowtex's superb management team. Human resources and logistics staff of Snowtex are devoted to their work. Because of their dedication to their work, they are able to recruit only the most qualified candidates. Their HR staff works hard to maintain a satisfying flow throughout all stages of enrollment advancement. This survey report is based on Snowtex's "Recruitment & Selection" procedure. The primary goal of this research is to understand the "Recruitment & Selection" Procedure. Other things to know are HR procedures and recognizing hypothetical information. In the report, data is divided into two groups. Observation, interviews, employee surveys, and other means gather primary data. Secondary data is obtained from websites, other papers, and the internet. The report is divided into six chapters. The first chapter contains the report's introduction, methodology, and rationales. Snowtex is described in detail. The Internship Activity is addressed in Chapter three. The fourth chapter introduces the Article Review on Employee Recruitment and Selection Processes in Human resource Performance. A Survey Analysis of Recruitment & selection process are presented on Chapter Five. Here analysis and a quick explanation of the questionnaire. A survey was conducted on 40 workers using questionnaires, and a pie chart was created using the data acquired from the study to represent employees' perspectives on the HR arena of the firm. The final part of this study includes recommendations and a conclusion.

Contents

Chapter 1	1
Introduction.....	1
1.1 Introduction.....	2
1.2 Background of the Report.....	3
1.2 Origin of the Report.....	4
1.3 Objectives of the Report.....	4
1.4 Methodology	4
1.4.1 Primary Sources.....	4
1.4.2 Secondary Sources	4
1.5 Limitation:	4
Chapter 2	5
Company Overview	5
2.1 Background of Snowtex Ltd.....	6
2.1.1 Mission	6
2.1.2 Vision.....	6
2.1.3 Objectives.....	7
2.2 The Snowtex way.....	7
2.3 Research objective	7
2.4 Organizational Chart of Company.....	8
2.5 Departmental Activities of Consumer Snowtex Ltd.	8
2.5.1 Organization Department	8
2.5.2 Merchandising Department	8
2.5.3 Consumption Department.....	9
2.5.4 Corporate Office	9
Chapter 3	11
(Internship Activity)	11
3.1 Supply Chain Management:	12
3.2 Internship Job Responsibility	12
3.3 Supply chain management process.....	12
3.4 The responsibility of Supply Chain Management:	13

3.4.1What is Procurement:.....	13
3.4.2 What is Sourcing.....	14
3.4.3What is production	14
3.4.4 What is distribution	14
3.4.5 What is logistic	15
Chapter 4	16
(Discussion of HR Function of the Snowtex Limited).....	16
4.1 Humen Resource Management:	17
4.2 Humen Resource Management Process:.....	17
4.3 The Responsibilities of Humen Resource Management:	17
4.4The Enrollments and Assortments process of Snowtex.ltd:	18
4.5 The Scope of Enrolment and Assortment:.....	18
4.6 Recruitment:.....	19
4.6.1 Importance of Recruitment:	19
4.6.2 Factors That Affecting Recruitment:	20
4.7 Internal Factors.....	20
4.7.1 Culture of Organization:	20
4.7.2 Workforce Planning.....	21
4.7.3 Recruiting Policy:.....	21
4.7.4 Employee Referral Plans:.....	21
4.7.5 Internal Rules for Promotion:	21
4.7.6The Turnover of Employees:	21
4.7.7 Experience of the Candidate:	21
4.7.8 Reputation of the job:	22
4.8 External Factor:	22
4.8.1 Economic Situation:	22
4.8.2 Demographics:.....	22
4.8.3 Technological Advancements:	23
4.8.4 Training and education:	23
4.8.5 Unemployment rate:	23
4.8.6 The Labor laws:	23
4.9 The Planning and Process of Recruitment:	23
4.9.1Recruitment planning:.....	24

4.9.2 Recruitment process:	24
4.9.3 Identifying the job vacancy	24
4.9.4 Job Analysis:.....	25
4.10 Job description	25
4.10.1 Selection	27
4.10.2 Initial Evaluation.	27
4.10.3 Paper-Based/computer-based Employment Exam.	28
4.10.4 Practice Exam in the World of Work.....	28
4.10.5 Interview.	28
4.10.6 Discussing a Pay Raise.....	28
4.10.7 Job Proposal.	28
4.10.8 Verify References.....	29
4.10.9 Formalities Prior to job.	29
4.10.10 Discretionary Time.	29
Chapter 5	30
(A Survey Analysis of Recruitment & selection process)	30
5.1 Analysis	31
5.2 Decussion about the survey.....	43
Chapter 6.....	46
Conclusion	46
Conclusion.....	47
Reference	Error! Bookmark not defined.
References	50
Appendix	51

Chapter 1

Introduction

1.1 Introduction

Bangladesh possesses a significant historical legacy that is intricately linked to its association with Pakistan. Embark on a stunning exploration of a governmental entity that sprang triumphantly from the remnants of colonial domination. Since achieving independence, this nation has undertaken a persistent endeavor to foster the growth and development of its populace. In the present year of 2023, an impressive total of 169.4 million inhabitants proudly consider this location their place of residence. Observe the remarkable expansion and dynamic vitality that characterize this esteemed nation. Explore the captivating charm of a picturesque nation situated in the central region of South Asia, renowned for its remarkably populous inhabitants. Witness the commencement of a novel epoch when our esteemed nation attains its autonomy. Observe the thriving agriculture industry, which serves as a fundamental pillar of our economic well-being. The following text highlights the notable development of Bangladesh, wherein a period of newfound prospects emerged as the country embarked on the captivating realm of garment manufacturing. Engage in the invigorating pursuit of exploring your selected discipline at a more profound level, challenging the limits of your perceived capabilities.

Observe the noteworthy metamorphosis occurring in Bangladesh as it establishes itself as a dominant force, exporting its excellent products globally. The RMG sector is a highly notable industry that serves as a significant driver for foreign currency generation. The remarkable capacity to deliver goods to virtually all parts of the world has emerged as a crucial driver of economic well-being. Explore the remarkable advantages that the nation is currently experiencing as a result of its unrivaled reliance on the clothes sector. The ready-made garment (RMG) sector in Bangladesh came into existence in the late 1970s and early 1980s. This period was marked by the establishment of a small number of factories that manufactured clothing for international trade. Following this, the industry has witnessed substantial expansion, attracting great interest from both domestic and international investors. The aforementioned industry plays a crucial role in the domestic economy, representing a significant share of the country's total exports. Bangladesh's advantageous position in the RMG sector can be attributed to various factors, notably its comparatively cheaper wage rates and production costs in relation to many other nations. The level of work is likewise of higher grade. The country's export rate exhibited a growth from 3.8% during its initial period in 1983-1984 to 84.58% in the more recent year of

2022-2023. The export sector constitutes a significant proportion of the overall economic output, serving as a substantial contributor to the country's earnings. The global export of clothes experienced a significant increase from 1445.02 million from 1992 to 1993 to 46991.61 million from 2022 to 2023. The ready-made garment (RMG) business has experienced notable advancements. The Ready-Made Garments (RMG) sector has played a significant role in the advancement of feminism and the promotion of women's rights. During the first stages, women faced limited opportunities for earning income. However, with the growth and expansion of the garments industry, there was a subsequent rise in demand for employees, leading to improved employment opportunities for women.

Additionally, the female participants had a higher level of expertise in the field of textiles, resulting in more proficient performance. The RMG sector has shown significant progress and advancement. The ready-made garment (RMG) industry offers a conducive work environment and an effective promotion system that evaluates employee performance to determine career advancement opportunities within the organization. The influence of the RMG industry on the country's development is significant. In this discourse, I shall expound upon the significance of the import and export procedures employed by Snowtex Ltd.

1.2 Background of the Report

The Internship Program offered by United International University is an obligatory element for students pursuing a Bachelor of Business Administration degree at the successful completion of their undergraduate studies. The principal objective of this curriculum is to provide students with exposure to the practical aspects of the professional working environment. The primary responsibility of an intern entails the translation of academic knowledge into practical implementations within real-world contexts. Internships offer a concise glimpse into the professional realm. The Internship Program is primarily focused on achieving the following goals:

- Gaining the knowledge from office
- Knowing to solve problem on the spot
- To meet the BBA program requirement
- Learn how to do proper paper work

1.2 Origin of the Report

This report aims to research "Snowtex.Ltd." as part of the requirements for completing the business administration degree program at United International University. Ms. Mimmun Sultana, Assistant Professor at United International University, oversaw the report's creation.

1.3 Objectives of the Report

The study's primary objectives are to acquire knowledge of report structure. My revered professor has us write this report so that we can impress future employers, do well in our current positions, and raise the profile of our school in the community. This paper aims to accomplish multiple thing

1.4 Methodology

There are two sources of gathering knowledge they are primary sources and secondary sources.

1.4.1 Primary Sources

The information which can be collected through practical work. Then the information which can be collected by participating in the work and getting direction from the senior employees.

1.4.2 Secondary Sources

The information which will be collected from different sources which can be from the reports that the company publishes. Then the information can be collected from the survey and the information which can be collected from website and other online sources.

1.5 Limitation:

Some limitations exist, which are observed during the processing of this report. As an intern, I was not able to do details work. Also, the company was changing location, and the internship duration was less than two months. Some limitation are

- The access to ERP software was not given
- There were multiple supervisors from different department
- Worked in different department in short period of time
- Access to office Gmail was not given
- Access to documents was not given

Chapter 2

Company Overview

2.1 Background of Snowtex Ltd

Snowtex was founded by a highly educated and experienced entrepreneur with a strong background in Industrial Management, International Marketing, and Local Business. It is run by highly skilled and experienced professionals. Its manufacturing operations employ skilled individuals. The company's success stems from its habit of maintaining quality standards, following deadlines, and satisfying the needs of the buyer. Snowtex now employs over 19,000 people and has an annual revenue of \$250 million.

Company Name:	Snowtex
Year of Establishment:	2000
Address	SNOWTEX(CORPORATE OFFICE), AVENUE#02, ROAD#13, HOUSE#1322, MIRPUR, DOHS, DHAKA-1216
Company Website	http://snowtex.com.bd/
Founder & Managing Director	MR.S.M.KHALED
Partner Organization	https://saralifestyle.com/

2.1.1 Mission

- Build lasting relationships with its staff, suppliers, and consumers.
- The goal is to create a workplace where employees feel secure, welcome, and part of a family.
- To inspire employees and foster their growth and improvement.
- To understand and use cutting-edge systems, methodologies, and technologies in order to boost the company's productivity.

2.1.2 Vision

As a result of our dedication to our customers and suppliers, Snowtex will be nationally recognized as an industry leader and an employer of choice. In addition, we sell high-quality garments to the world's leading stores and leading fashion houses.

2.1.3 Objectives

We work hard to maximize profits by being ethical and lawful in all of our business dealings.

Our expectations are:

- Delivering high-quality products on schedule is essential to maintaining happy customers.
- Maximizing output.
- Maximizing employment opportunities while cutting costs.
- Increasing our competitiveness both domestically and internationally.
- Earning as much as possible from exports while importing as little as possible.
- Facilitating cooperative factory engagement among workers.

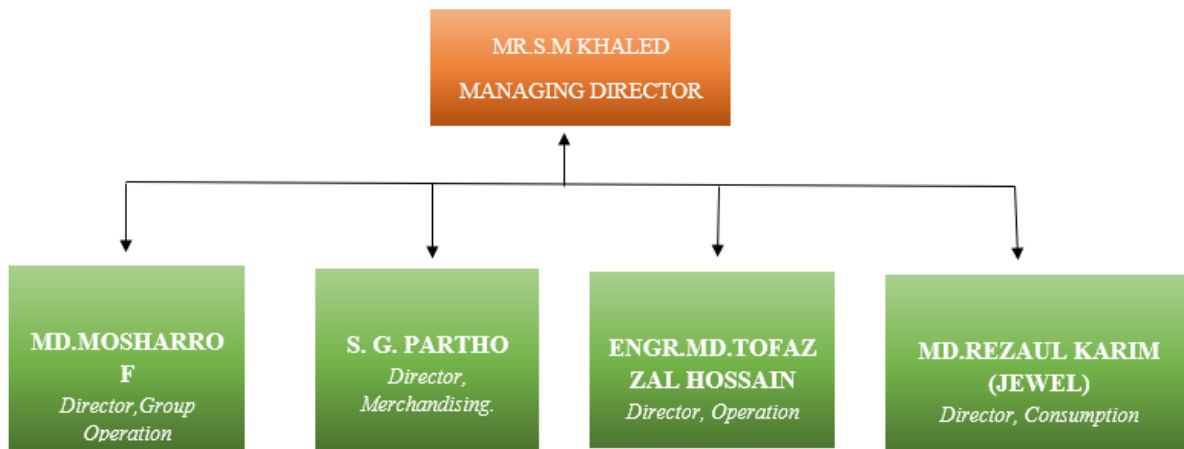
2.2 The Snowtex way

Snowtex is an RMG company that was created to manufacture high-quality products. They produce those products and export them to other countries. The company takes in work from different organization or brands and produce the products. The company consistently produces the highest quality products, which are top class, and the company is proliferating way. The company is also multiplying, and with the changes in things, it is also developing and improving itself to provide better service. The company is also providing top better facilities for the employee and also for the workers.

2.3 Research objective

The study's primary purpose was to understand how the company works and how supply chain management plays a part. Supply chain management (SCM) is a process through which many things are being monitored, which plays an essential role in maintaining the workflow. The other part of the research is also biased on the recruitment process of the Snowtex company.

2.4 Organizational Chart of Company



2.5 Departmental Activities of Consumer Snowtex Ltd.

2.5.1 Organization Department

Snowtex is a big company, and in the organization department, there are many parts. In this Department are the HR department, Accounting department, IT department, Customer service department, Marketing & Sales Department, Etc. These parts are included in the organization Department. They maintain all the things, and the work is being done accurately. Their work is to make sure all the work goes smoothly, and by doing that, the work environment becomes good.

2.5.2 Merchandising Department

This department plays a significant role in a company as they do most of the retail work like Product Selection, pricing, profitability, promotions, markdowns, Etc. As they are buying and collecting the goods, they play a critical role; if a mistake occurs, the company will fall into a

financial problem as there is a tiny margin in making a profit. So for that reason, they play an essential role.

2.5.3 Consumption Department

This department monitors all the things that are being used. Like from the machinery to the daily stuff used in the office. They also monitor transportation and work on providing better services to the employees so that they become motivated, as seen in tracking the use of things and how they are used. If they can reduce the wastage of the product, then they can save money and do cost savings, which will help the company to become greener.

2.5.4 Corporate Office

Within the organization, multiple departments consist of a substantial number of personnel. There exists a total of 19 departments, each of which is further subdivided into sub-departments. It is challenging to enumerate all the departments comprehensively; nonetheless, the following list comprises the primary 19 departments:

- SECRETARIAT
- HR & ADMIN
- INTERNAL AUDIT
- MERCHANDISING
- PRODUCTION, PLANNING & CONTROL
- CONSUMPTION
- FINANCE & ACCOUNTS
- COMMERCIAL
- PROCUREMENT
- PURCHASE
- INDUSTRIAL ENGINEERING
- ENGINEERING
- IT
- ERP
- MANAGEMENT TEAM
- CENTRAL QA & AUDIT

- FASHION DESIGN
- TRANSPORT
- WASHING

Chapter 3

(Internship Activity)

3.1 Supply Chain Management:

In order to facilitate the production or manufacturing of goods, companies necessitate the acquisition of materials. Supply chain management involves the systematic collection of items and the development of effective strategies to streamline the overall process. The individuals undertake the tasks of strategic planning, corporate management, and optimization. This practice is implemented to streamline operations and facilitate efficient production or manufacturing processes, hence minimizing potential challenges encountered by the organization. Efforts are made to minimize the occurrence of parasitic losses. The organizations are capable of doing various tasks due to the existence of a supply chain. The individuals in question are currently encountering several challenges. The subject matter encompasses a vast expanse of knowledge with numerous interconnected components. The organization engages in sourcing, procurement, production, distribution, and logistical activities. The monitoring of all firm resources is a critical function since it enables comprehensive oversight of the many assets utilized inside the organization.

3.2 Internship Job Responsibility

The internship program was not long. But in that time I learned a few things like

- Communicating with other employee
- Preparing paper work
- Learned how to use the master file of excel
- Learned about the different types of cloth and there weights

3.3 Supply chain management process

This procedure, in its most basic form, is comprised of nine tasks that must be carried out in order for the organization to function well. The steps involved are as follows:

- Planning
- Sourcing
- Producing
- Warehousing
- Reverse logistics
- Supplier and Customer collaboration

- Measure and improve
- Risk management
- Sustainability and compliance

3.4 The responsibility of Supply Chain Management:

- The ability to forecast demand
- To be able to maintain the supplier and to do proper management
- The ability to purchase materials, goods, products, and services while maintaining quality while keeping the price low.
- The process of optimizing inventory levels involves striking a balance between fulfilling consumer demand and minimizing the costs associated with carrying inventory and excess stock.
- The efficient management of production processes encompassing the scheduling and coordination of activities to fulfill demand while also considering resource allocation and capacity planning.
- The process of guaranteeing that products or services adhere to predetermined quality criteria by means of inspections, testing, and quality management procedures.
- The effective and efficient management of transportation, warehousing, and distribution processes is crucial for ensuring the timely and cost-effective delivery of items to customers or distribution sites.
- The efficient execution of customer orders, encompassing the tasks of order selection, packaging, and shipment.
- The tasks involved in this context encompass the coordination of product movement, carrier selection, route optimization, and transportation cost management.
- The main duty is to oversee the efficient operation of warehouses or distribution centers, which includes managing inventory and fulfilling orders.

3.4.1 What is Procurement:

The phrase "procurement" refers to the systematic procedure employed by an organization or government entity to obtain products, services, or labor from external sources. The process involves the identification, procurement, and management of suppliers and contractual agreements to get the necessary resources or services needed for the operation and achievement

of an organization's objectives. The notion of procurement encompasses a wide range of activities.

The activity which is done in doing procurement are as follow:

- The process involves the identification of prospective suppliers and the assessment of their capabilities, cost, and quality in order to ascertain the most suitable match for the organization's requirements.

3.4.2 What is Sourcing

Sourcing is an integral element of the procurement procedure, encompassing the tasks associated with the identification, assessment, and choice of suppliers or vendors capable of fulfilling an organization's demands for goods, services, or resources. The process of sourcing plays a crucial role in facilitating an organization's acquisition of appropriate items or services while also considering factors such as quality, price, and conditions.

3.4.3What is production

Production is the transformative process by which raw resources are converted into final goods or services, components, or resources into finalized items or services that are prepared for utilization or consumption. The aforementioned economic activity is considered basic and takes place across multiple sectors, encompassing manufacturing, agriculture, construction, and services. Production encompasses a sequence of actions, procedures, and conversions with the objective of generating items or services that possess an increased value.

3.4.4 What is distribution

Distribution is the systematic procedure by which products or things are transported from the manufacturer or producer to the ultimate customer or end user. The efficiency and effectiveness delivery of products to their intended destinations, in the appropriate condition, and within the designated timeframe is a fundamental aspect of supply chain and logistics management. Distribution involves a multitude of actions and functions.

3.4.5 What is logistics

Logistics encompasses the systematic coordination and execution of actions involved in the strategic planning, operational implementation, and effective management of the streamlined movement, storage, and distribution of commodities, services, data, and associated operations, spanning from the initial source to the ultimate destination. Logistics comprises a diverse array of operations and activities along the supply chain, with the aim of ensuring the timely and accurate delivery of products or services while simultaneously minimizing costs and optimizing efficiency. Logistics encompasses various essential elements and operational aspects.

Chapter 4

(Discussion of HR Function of the Snowtex Limited)

4.1 Human Resource Management:

The workforce is of paramount importance to any firm or organization. This employee is involved in multiple departments. In order to effectively manage and sustain these employees, it is imperative to establish a separate department responsible for their oversight and administration, namely the Human Resources (HR) department. The individuals in question hold a significant role inside the organization, as they are responsible for overseeing several aspects such as staff recruiting, training, and program organization, among others. The individuals in question serve as the foundation of the organization, as they are responsible for executing the majority of tasks behind the scenes. The individuals in question are also tasked with the responsibility of relaying information to superiors since they oversee the activities of their colleagues. Additionally, they must uphold maintenance practices in order to ensure the optimal functioning of other departments. Furthermore, they possess the authority to initiate appropriate measures as deemed necessary.

4.2 Human Resource Management Process:

A lengthy duration characterizes the recruitment procedure. Conducting a comprehensive evaluation of newly hired personnel is of utmost significance since they will be responsible for carrying out tasks inside the organization. Ensuring optimal performance is of paramount importance, hence necessitating the implementation of various measures to accomplish the assigned tasks effectively. The process are as follow:

- HR Planning & Requisition
- Recruitment and Selection
- Orientation and Onboarding
- Training and Development
- Appraisal & Acquisition
- Compensation and Benefits

4.3 The Responsibilities of Human Resource Management:

- The process of determining the necessary personnel requirements.
- The process of job analysis and subsequent job description development.

- The process of talent sourcing and recruitment.
- The process of screening and interviewing potential applicants.
- Performing background investigations.
- The process of extending employment offers and facilitating the onboarding of new employees.
- Evaluating training requirements. The process of developing and implementing instructional programs. The topic of discussion pertains to the enhancement of employee skills and the progression of their careers.
- This pertains to the concept of performance management and the provision of feedback.
- The strategic process of succession planning and the cultivation of leadership skills within an organizational context.
- The process of designing and sustaining compensation frameworks.
- The process of managing and distributing employee compensation is also referred to as payroll administration.
- The administration of employee benefits, including healthcare and retirement plans, is a crucial aspect of organizational management.
- The objective of this endeavor is to guarantee adherence to regulations pertaining to wages and working hours.

4.4 The Enrollments and Assortments process of Snowtex.ltd:

The recruitment and selection process is a fundamental component of human resource management. The design of this program aims to align with the majority of employees' desirable skills, which in turn assists the firm in achieving its goals. In essence, it entails the procedure of attracting potential candidates, conducting a thorough evaluation and selection process to identify the most suitable individual to fill a vacant position.

4.5 The Scope of Enrolment and Assortment:

The scope of enrollment and assortment generally pertains to human resources activities that are associated with staffing and the administration of the workforce. The primary focus of these operations revolves around the process of recruiting individuals into the firm and effectively overseeing the diverse range of skills, abilities, and jobs within the workforce. This procedure encompasses a series of operations. There are –

- The recruitment and selection process addresses the issue of surplus or shortage in human resources or the workforce.
- The implementation of distinct policies for employees is essential, as it ensures that each employee is provided with the appropriate policy that aligns with their specific needs and requirements.
- This paper aims to analyze the recruitment and agreement policy of the organization.
- If there are areas in need of improvement, it is important to identify and address those areas in order to mitigate the demand for improvement.
- One potential strategy for improving the efficiency of the hiring process involves the implementation of suitable recommendations for highly competent professionals.

4.6 Recruitment:

The Human Resources department is tasked with the responsibility of facilitating the enrollment process for new workers within the firm. This encompasses the process of determining personnel requirements, promoting employment opportunities, locating potential individuals, conducting interviews, and extending employment offers.

4.6.1 Importance of Recruitment:

There are many reasons why recruitment is important. If the process is done right, there will be benefits for better luck -

- Organizations mostly recruit top talent. Any successful company relies on skilled and competent workers, and good recruitment puts them in the right positions.
- Having a talented and capable workforce can give you an edge in today's competitive business environment. Excellence in recruitment helps companies outperform competitors.
- Recruitment brings new perspectives, ideas, and skills to organizations. Innovative new hires can help the company adapt to changing market conditions and grow.
- Effective recruitment can increase workforce diversity. Working with people from different backgrounds, experiences, and perspectives can boost creativity, problem-solving, and organizational performance.

- Well-planned recruitment can boost morale and job satisfaction. Employees feel valued and motivated when they know their company hires the best, which boosts productivity.
- Effective hiring can save money. Recruitment, training, and lost productivity are costly when replacing employees, but hiring the right candidates reduces turnover.

4.6.2 Factors That Affecting Recruitment:

The process of recruitment is conducted by the department responsible for human resources. They are responsible for the selection of individuals who will be granted employment opportunities within the organization. The evaluation of prospective job candidates entails employing a filtering process. Recruitment is subject to a multitude of internal and external factors that possess the potential to exert a substantial influence on an organization's capacity to attract and secure the services of suitably qualified candidates effectively. These factors are of utmost importance in influencing the recruitment process and strategy. Several key factors have been identified as having an impact on the recruitment process. A combination of internal and external forces influences the recruitment process. These are.

4.7 Internal Factors

The capability exists within organizations to handle internal issues that, if left unchecked, might have a negative influence on their recruiting process. There are a number of internal components that might be pinpointed as contributors to the circumstance.

- The magnitude of the company.
- Recruiting guidelines.
- Reputation of the company at large.
- Professional presentation.

4.7.1 Culture of Organization:

The capacity to attract or repel potential candidates lies inside the corporate culture, values, and work environment. Prospective workers are more inclined to be drawn to a company culture that is characterized by positivity and inclusivity.

4.7.2 Workforce Planning

The process of workforce planning involves assessing an organization's current and future staffing needs in order to ensure effectiveness. This is the procedure of recognizing inadequacies in competencies and ascertaining the amount and classifications of roles that are required.

4.7.3 Recruiting Policy:

The process of effective workforce planning entails the evaluation of an organization's present and anticipated staffing requirements. This entails the process of identifying deficiencies in skills and determining the quantity and categories of positions that are necessary.

4.7.4 Employee Referral Plans:

These initiatives promote the engagement of current employees in recommending potential candidates for available job opportunities. Employee referrals have the potential to serve as a valuable and advantageous means of acquiring candidates who possess a high level of quality.

4.7.5 Internal Rules for Promotion:

The impact of an organization's policies regarding internal promotions and career advancement opportunities on the perception of current employees regarding the organization's potential for long-term career growth can be significant.

4.7.6 The Turnover of Employees:

Elevated rates of employee turnover can engender a perpetual requirement for recruitment and potentially indicate underlying organizational concerns that necessitate resolution.

4.7.7 Experience of the Candidate:

The manner in which applicants are handled during the recruiting process, encompassing aspects like communication, feedback, and professionalism, may significantly influence their view of the business and their inclination to become a part of it.

4.7.8 Reputation of the job:

The perception of a job's image is also a significant factor in the recruiting process, similar to the perception of an organization's image. Suppose employment possibilities offer competitive compensation, opportunities for advancement, acknowledgment, and a favorable work environment, together with the potential for career growth. In that case, it will foster a positive perception of the job and effectively appeal to highly qualified applicants.

4.8 External Factor:

External variables are things that exist outside of a firm and can have a significant impact on the staff recruitment and selection process. The issues mentioned above are frequently outside the purview of the company. However, they necessitate careful consideration during the formulation of recruiting tactics and the subsequent decision-making process pertaining to employment.

4.8.1 Economic Situation:

The comprehensive condition of the economy, encompassing variables such as unemployment rates, inflation, and economic growth, can have an impact on the pool of available applicants and their compensation expectations. During periods of economic recession, there tends to be an increase in the number of individuals actively seeking work opportunities. Conversely, at times of robust economic growth, the rivalry for highly skilled individuals can become intense.

4.8.2 Demographics:

The composition of the labor force may undergo shifts in demographic characteristics over time. Various factors, such as the process of population aging, fluctuations in generational dynamics (e.g., the entrance of millennials into the workforce), and patterns of immigration, have the potential to exert an influence on the makeup of the labor pool and the availability of potential candidates.

4.8.3 Technological Advancements:

Technological advancements, namely within the realm of recruiting technologies and digital platforms, have revolutionized the manner in which individuals seek employment opportunities and engage with prospective employers. Organizations need to modify their recruiting tactics in order to effectively utilize these technologies, hence enhancing their ability to acquire highly qualified employees and, at the same time, minimizing the required physical labor hours.

4.8.4 Training and education:

Potential employees' levels of competence may be affected by the accessibility and quality of relevant educational opportunities. In order to fill skill gaps, businesses may need to work with schools or offer their training programs.

4.8.5 Unemployment rate:

In regions where the unemployment rate is elevated, the process of recruiting and employing new workers becomes more convenient and straightforward. Due to an increase in the number of job seekers, there will be a larger pool of applicants. Conversely, when the unemployment rate is lower, the process of recruiting becomes more challenging due to a scarcity of available resources.

4.8.6 The Labor laws:

Both the national and state governments enact labor regulations. The labor laws exert influence over the social and political environment. Labor laws encompass several aspects related to remuneration, working conditions, safety, and health standards applicable to different positions. Whenever there is a change in government, corresponding modifications will inevitably be made to the existing laws.

4.9 The Planning and Process of Recruitment:

Recruitment refers to the systematic procedure employed by organizations to recruit and choose highly qualified individuals for suitable jobs within their organizational structure. The process aids in identifying people who possess the necessary talents, skills, and attitudes essential for organizational growth and advancement.

The process involves addressing vacancies within the organization, followed by an analysis of job requirements, evaluation of applicants, shortlisting, and ultimately selecting the most suitable candidate for the respective post.

4.9.1 Recruitment planning:

Creating a recruiting strategy is part of the early step of the hiring process. This stage is also known as "pre-screening." At this point, an examination and definition of the open positions will take place. Job requirements, educational prerequisites, and relevant professional experiences are the three components that make up the criterion for the open position. It is absolutely necessary for the effective running of a company to have a recruiting plan that can be successfully implemented. The success of employee recruitment and retention activities depends on the use of proper techniques and processes.

For their applications to be seriously evaluated, the applicants must demonstrate a high level of expertise, productivity, and suitability. This will allow the organization to more effectively reach its objectives.

4.9.2 Recruitment process:

The development of an all-encompassing strategy is the very first thing that has to be done in order to construct an effective system for recruiting new workers. The process comprises a rigorous strategy that covers a number of processes, such as procuring resources, arranging and conducting interviews, and finally finding and choosing competent individuals who possess the necessary abilities for the desired role.

4.9.3 Identifying the job vacancy

When a corporation advertises that they are looking for someone to fill a certain position inside the organization, this is referred to as having a "job vacancy." Initiating the procedures of recruiting and hiring is significantly aided by adopting the method that was just discussed, which has a great deal of significance.

- The number of workers needed in the field
- What kind of talent is needed for the job
- What is the experience level needed for the job
- The duties and responsibilities of the job.

When a position becomes available, it is the responsibility of the department of Human Resources to investigate whether or not the position is essential, whether it is permanent or temporary, and whether or not it is paid on a full-time or part-time basis. Before beginning the process of recruitment, these considerations need to be examined carefully. It is essential for businesses to conduct thorough personnel selection processes in order to achieve peak performance and production. As a result, businesses have to put in place a method of planning that is both well-structured and strategic in order to locate and pursue the job applications of the most qualified potential employees.

4.9.4 Job Analysis:

The purpose of a job analysis is to gather, document, and assess information about a job and its components in a systematic manner for the benefit of the organization. The aforementioned process is critically important in a wide range of HR functions, such as hiring, screening, induction, compensation, and evaluation. The steps which are needed to be followed are:

- Collecting information that is relevant to the work.
- Developing a job description by using the information that was provided.
- Determining the information, abilities, and skills that are necessary for the job.
- The Job Description and the Job Specification are both crafted with the assistance of Job Analysis.

4.10 Job description

The job description is a important document for the recruitment process as that contains a lot of information. This document is detailed in nature. This document is needed to be proper as it is the document which the company is seeing. So if proper information is not provided then the proper assessment cannot be done. There is no substitute for this document

- The categorization and ranking of the various job opportunities.
- The positioning and angling of newly acquired resources.
- Internal promotions and external transfers.

- Providing an explanation of the professional progression.
- Future development via refining the quality standards of the job.

For the job description the information which are needed are:

- Job Title / Organization Position / Job Identification
- Location of the job
- Brief of the job with details
- Duties for the position
- Health Hazards or Health problem
- Machines, Materials and Equipment
- The process followed for supervision
- Working environment for organization
- Job Specification/Job details

Job specification is an important part as it focuses on the information on the things like the physical, mental, educational and social condition of the employee. These things are used and created so that the HR team can monitor and filter so that they can pick which person can do the job. The HR team selects which candidate based on the information and the position which are available in the office. The information is based on:

- Physical state
- Knowledge
- Planning of career
- Emotional characteristics
- Mental state
- Emotional state
- Behavioral state
- Education

- Skills requirements
- Work responsibilities
- Emotional characteristics
- Training and development
- Knowledge
- Planning of career
- Emotional characteristics

4.10.1 Selection

It is a process which is a part of recruitment is a part of the recruitment, which need to be followed so that the process as it is the second step of the recruitment. The process of selection is a step by step process which the company follows to hire new employee. So the current employee selection process of snowtex is as follow

- Initial Evaluation.
- Paper-Based/computer-based Employment Exam.
- Practice Exam in the World of Work.
- Interview.
- Discussing a Pay Raise.
- Job Proposal.
- Verify References.
- Formalities Prior to job.
- Discretionary Time.

4.10.2 Initial Evaluation.

The evolution is a process through which the existing employee gets a chance to get promoted and have a chance of getting a better promotion. Some time it seems that there are skilled employees who are stocked behind a lot of employee as they are new to the company so they use this process to get a bit of boost or to try to get a chance by which they may get the position.

4.10.3 Paper-Based/computer-based Employment Exam.

It is the process through which the exam is being taken. Some people like to give the exam on the paper based exam and some like to give it on computer. This difference can be seen in the old and young people. As old people are more comfortable to give exam in the paper based as they are waiting it and they are not typing it, as some elder employee face problem while doing it, on the other hand the younger generation prefers to give the exam on the computer as they are able to type fast and they are able to operate the digital device more efficiently.

4.10.4 Practice Exam in the World of Work.

It is a process through which the new employee are able being judged if they are able to perform the work properly. If they are facing any problem they are required to get training if they fail then they will not get the job

4.10.5 Interview.

It is a process where the new employee is giving the proper information or discussing what he/she is able to do if they have any special talents then they talk about in the interview. The interview process is like the place where the employees are judged if they are good or have a any problem like mental issue. If they detect this kind of problem then they take the proper actions.

4.10.6 Discussing a Pay Raise.

The employee who has been selected to do the job. Through the interview process that person is able to do discussion and take the desire amount of payment. the payment raise also depends on the skill level of the employee. Some time when job turnover rate is high at that time the company can discuss with the employee and make a pay raise.

4.10.7 Job Proposal.

The HR team some time sends job proposal so that they can recruit employee which is suitable for the job. This can be of the higher decision-making job and sometime it can be of the lower position. The offer is not only for the employee of externals. It is also for the internal employee of the company. Then the higher up in the company make a mission and then takes a interview and confirms the job or accept the applicant.

4.10.8 Verify References.

The reference is referred as the person who acknowledged that the person or employee is able to perform or do better work. The person who gives reference is a person who is higher up in a organization or company sometime it can be a teacher of a university etc. while giving reference that person is giving like a promise.

4.10.9 Formalities Prior to job.

The information which is required to do join the job. As some documents which are required for joining the work. Those documents are used to prepare and verify the work as they can be used to comprehend what can they do.

4.10.10 Discretionary Time.

This is the period where the new employee can earn knowledge and understand how to do the work properly as the work is very hard, and for that, they can learn when and what to do if a problem occurs. They learn what to do if they face a problem or an unseen problem occurs, and then they are able to tackle the problem, so by doing it, they can earn experience. This probation period runs around 2,3,6,12 months. So after that time, they can become permanent depending on the performance.

Chapter 5

(A Survey Analysis of Recruitment & Selection process)

5.1 Analysis

Department Male: 26 out of 40

Department Female: 16 out of 40

Age Average: 26-47

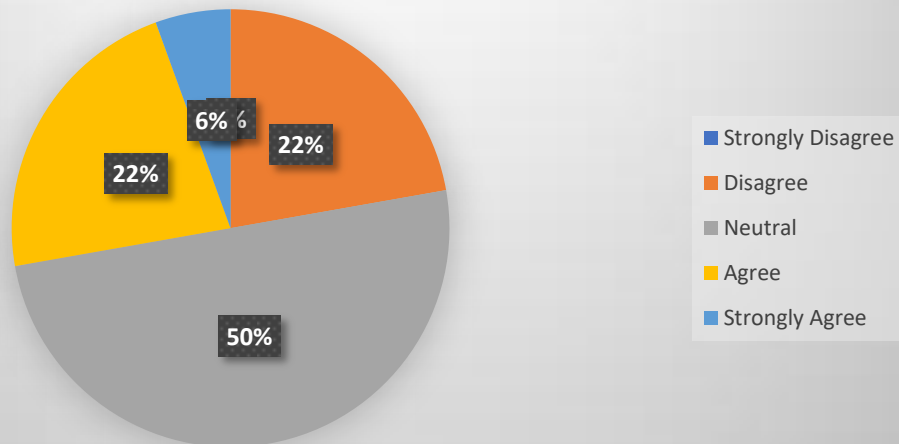
Particular	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Snowtex clearly defines job specifications and descriptions in job promotions in order to get the right HR at the right place.	0	8	18	12	2
The "snowtex" suggests Join us in growing and learning Environment to boost HR performance.	2	4	12	8	14
The "Snowtex" HR Team provides consulting services to ensure high-quality applicant pre-screening and hire qualified employees.	0	6	6	12	16
The inclusion of personal references in the recruitment process	2	5	15	10	8

by top management can potentially create obstacles for an organization.					
The process of direct recruitment and selection is more time-consuming compared to outsourcing in order to obtain productive human resources.	2	0	8	12	18
The process of resume screening and shortlisting is a valuable method for acquiring competent employees.	2	4	8	14	12
The recruitment and selection process employed by this company incurs significant costs, thereby exerting an impact on the budgetary considerations of the HR department.	8	2	5	10	15
To obtain effective HR, creative ideas are	12	2	4	8	14

incorporated into the selection process.					
In order to find potential employees, they did not waive any of the selection and recruitment process's requirements.	0	2	8	12	18
If adjustments to the recruitment and selection process are required to enhance employee performance, the HR department should make them.	5	2	8	10	15
Their HR department keeps a healthy pool of qualified "protected Class" candidates on hand so they can draw from it when they need more potential hires.	0	2	8	12	18
Snowtex uses various recruitment techniques so that the top quality employees are selected	4	2	14	8	12
Snowtex will consider applicants from unconventional sources	2	8	5	15	10

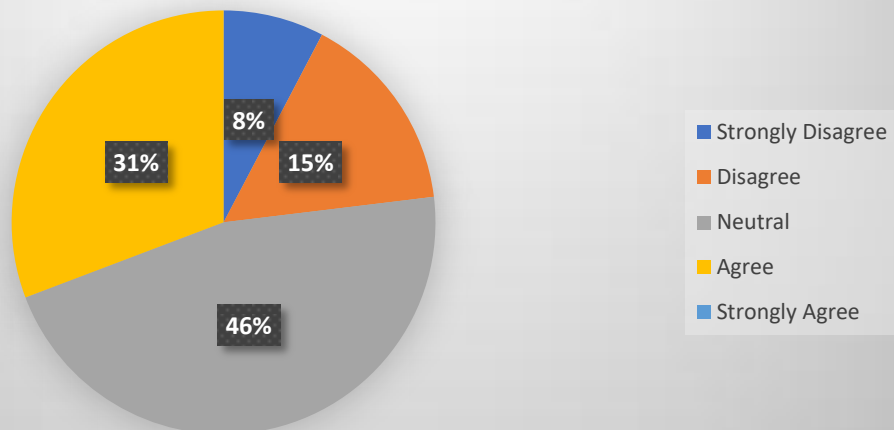
if doing so is required to keep up strong HR performance.					
To choose the finest candidates for the company, different recruitment procedures are used for employees of different grades.	0	18	2	8	12

Snowtex clearly defines job specifications and descriptions in job promotions in order to get the right HR at the right place.



Here the 22% employee agree while at the same time the other 22% disagree. But the large amount of employee stayed neutral as they don't have much to say. But from what it seems that the company is providing the information but not all of it.

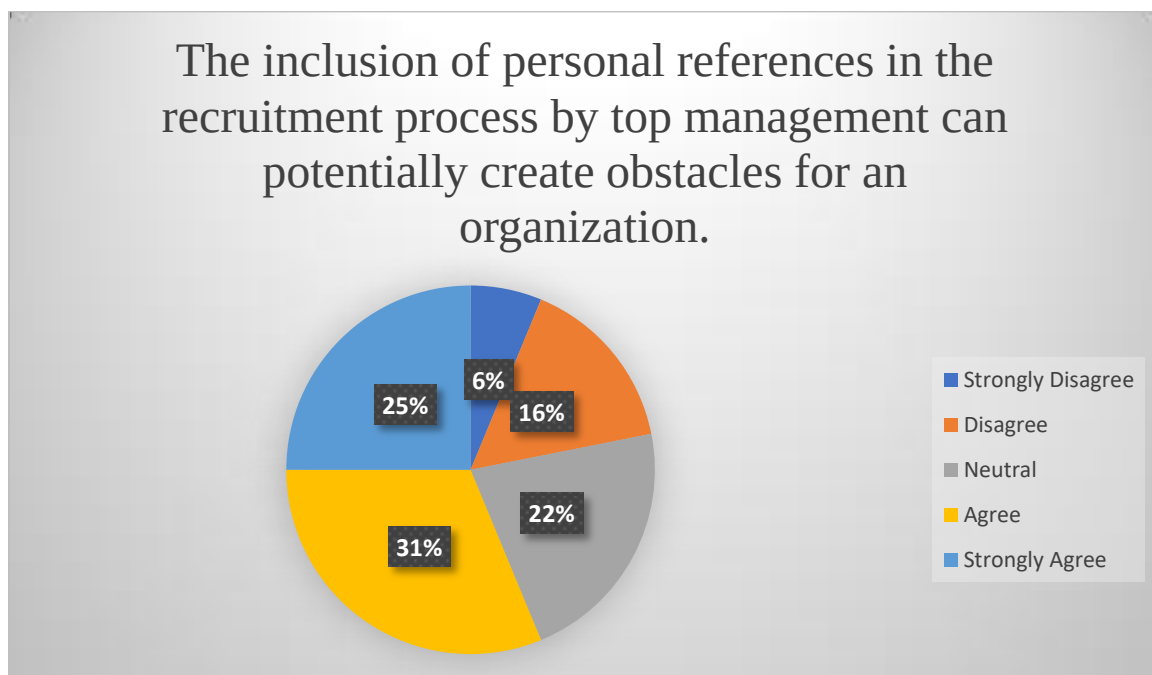
The "snowtex" suggests Join us in growing and learning Environment to boost HR performance.



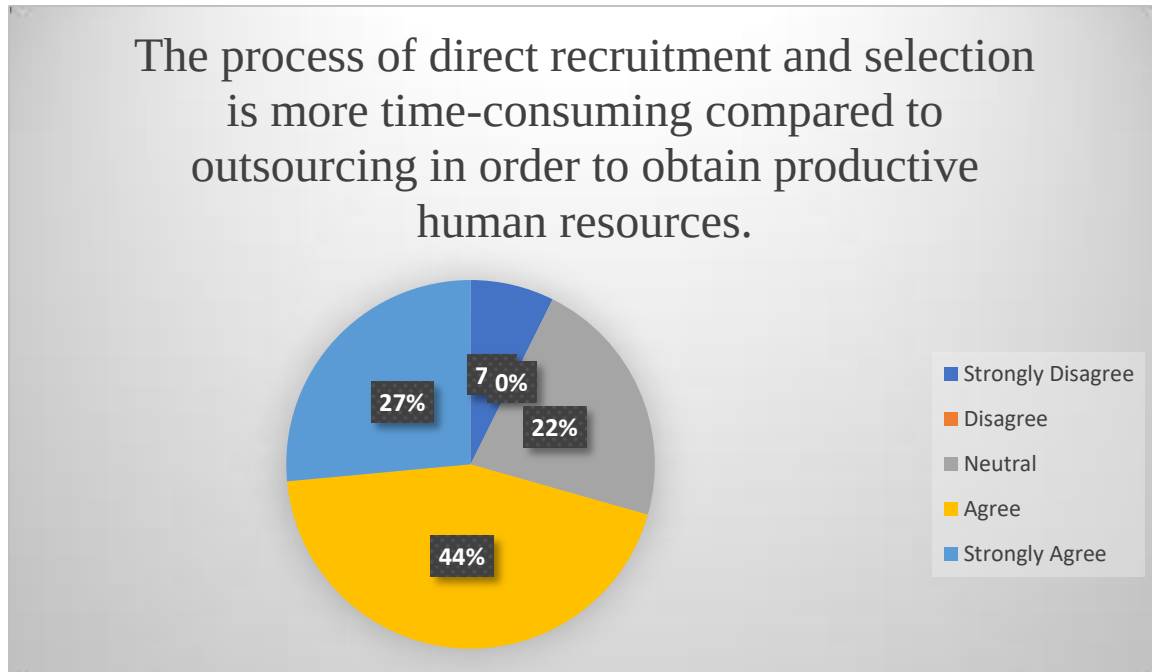
Here we can see that most of the employee stayed neutral which is 46%. But while 31% of people agree with the growing and learning environment and by doing that they can boost the company image.



Here we can see a large amount of employee are disagreeing with the HR team about the service to ensure high quality applicant prescreening and hire qualified employee, while 30% agrees.

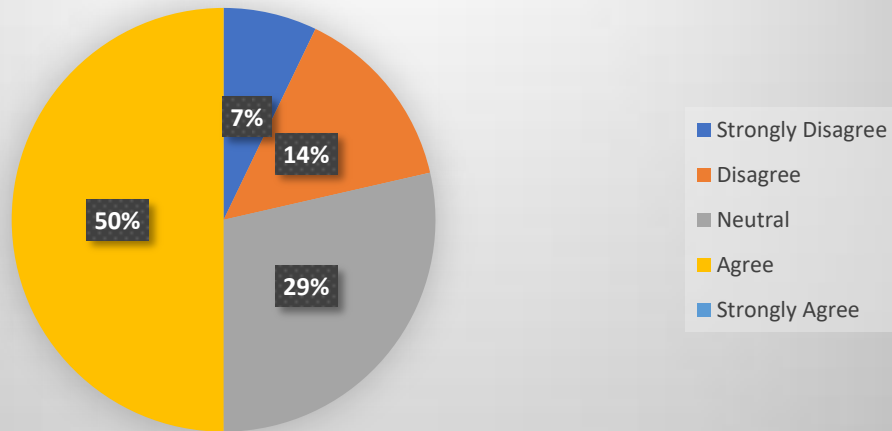


In every organization, bias is very unethical. According to my study, 31% agreed and 25% strongly agreed that the senior management used their personal references when hiring new employees. Which undoubtedly creates a barrier.



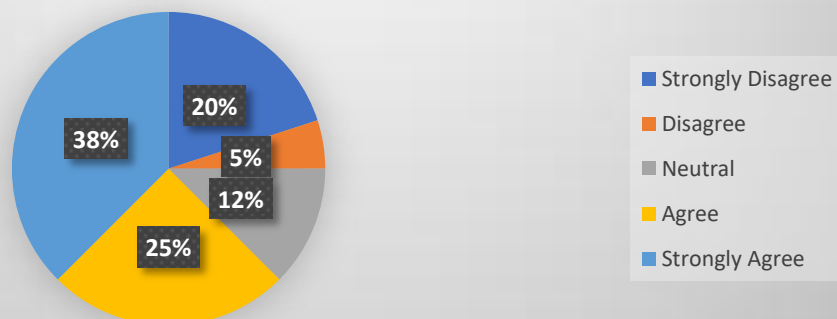
The direct hiring process must have involved numerous steps. Each and every step must be carefully planned and executed, which takes a lot of time. In the alternative, finding highly trained workers would take relatively little time if they could be hired through outsourcing.

The process of resume screening and shortlisting is a valuable method for acquiring competent employees.



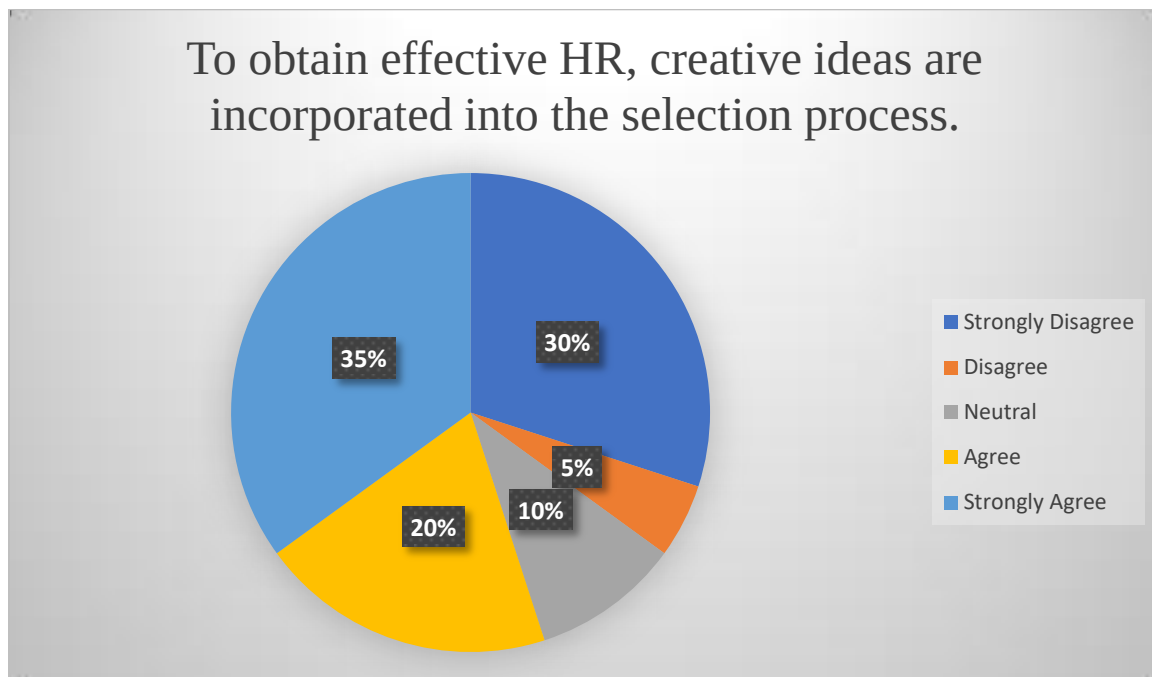
It is clear that many resumes are rejected daily for positions in a reputable company like Snowtex. The HR staff put their all into identifying the top candidates from among those who applied. Therefore, 50% of people agree.

The recruitment and selection process employed by this company incurs significant costs, thereby exerting an impact on the budgetary considerations of the HR department.



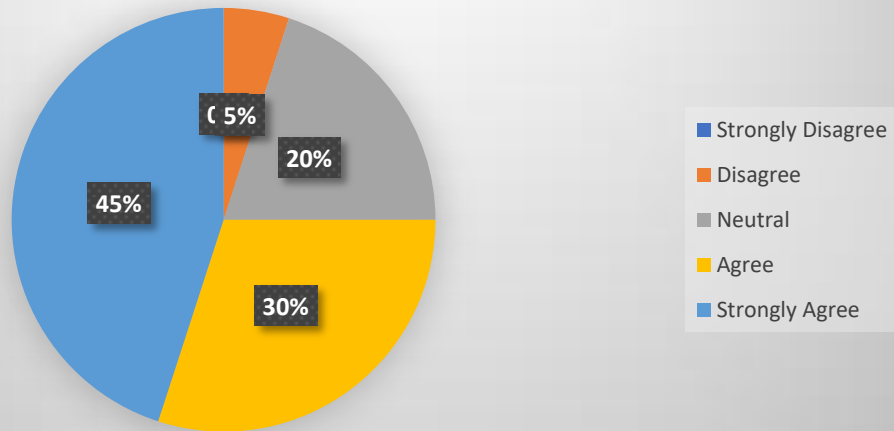
The recruitment and selection process requires some financial support, such as providing light snacks for an interview session and paper and pencils for written exams. Additionally, there are

systems for medical check-ups and provisional periods. Therefore, when taking these types of facts into account, 25% of the employees agree, and 38% strongly agree. However, there are times when the criteria might be disregarded or taken for granted, giving the impression that the requirement system is inexpensive. As a result, 20% of people strongly disagree with this assertion.



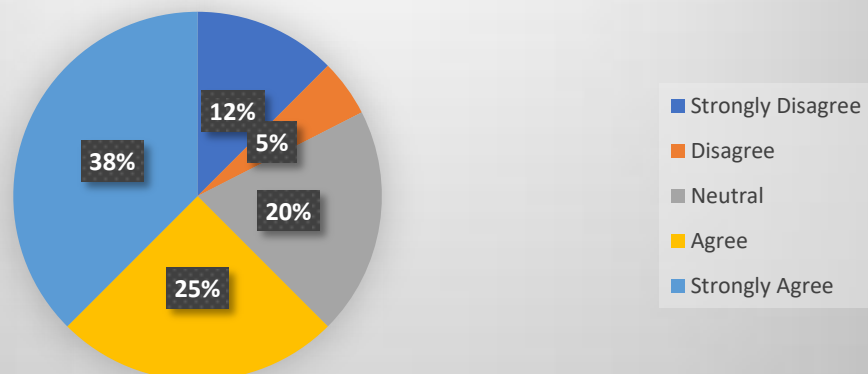
The process of hiring and choosing candidates has persisted since the start of industrialization. It is evolving daily as innovations and technology are introduced. Certain companies employ a lot of novel or inventive techniques. Though it does not have many updated versions, Snowtex is likewise attempting to embrace a unique method.

In order to find potential employees, they did not waive any of the selection and recruitment process's requirements

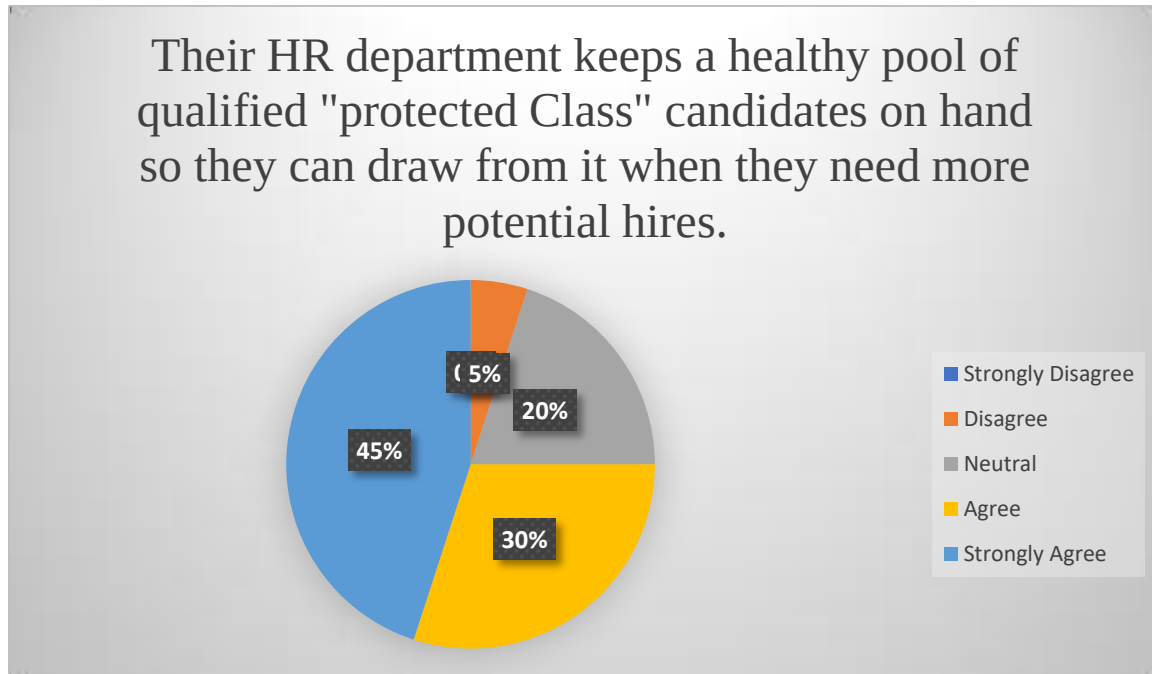


Nothing in this universe is 100% flawless, even humans. Everybody is not perfect. Therefore, from the perspective of this statement, Snowtex personnel respond in a neutral manner. Due to the fact that while they may occasionally compromise, they may also occasionally not.

If adjustments to the recruitment and selection process are required to enhance employee performance, the HR department should make them.

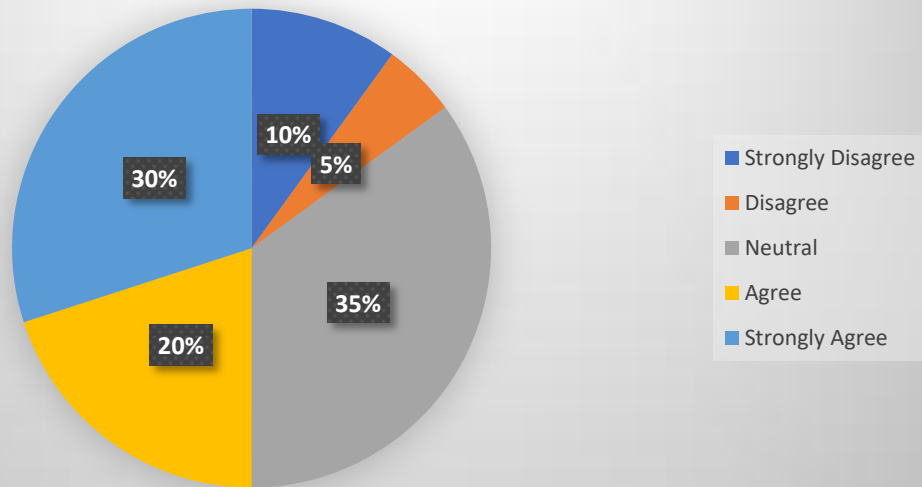


The majority of the employees—25% agreed and 38% strongly agreed—agreed with this assertion. Changes are inevitable in people's lives; thus, in order for an organization to succeed, its policies must evolve to reflect changing circumstances.



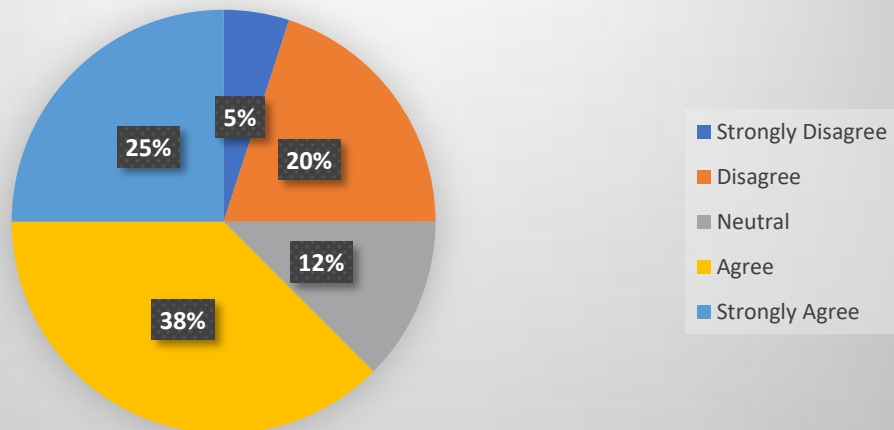
In this statement, 30% of employees agreed, and 45% strongly agreed that their HR maintains an acceptable pool of quality. On this issue, every employee agreed. As Snowtex is a huge corporation, they constantly attempt to maintain a protected class so they can keep a sufficient pool.

Snowtex uses various recruitment techniques so that the top quality employees are selected

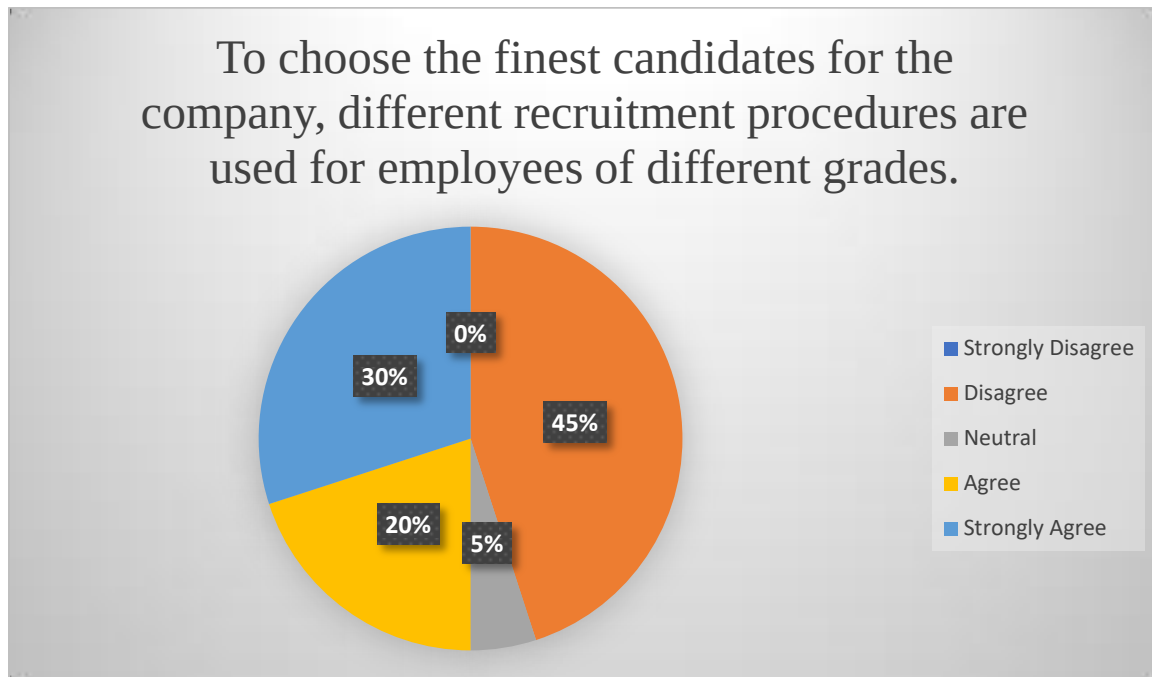


Snowtex is constantly searching for productive workers. However, for a variety of reasons, the hiring process may only sometimes produce the desired results. Because of this, 35% of the staff members are unsure about it, which makes them more impartial toward this assertion. Additionally, 20% agree, and 30% strongly agree.

Snowtex will consider applicants from unconventional sources if doing so is required to keep up strong HR performance.



There were two different or mixed responses to this statement. Some believe that Snowtex will undoubtedly hire people from non-traditional backgrounds if they present opportunities.



There is a top-to-bottom structure in an organization. Selecting a mid-level or low-level employee will not include the same recruiting and selection procedures as hiring a top level employee. As a result, several procedures are used in their selection process for various groups. Thirty percent of workers strongly concur.

5.2 Decussion about the survey

- Here the 22% employee agree while at the same time the other 22% disagree. But the large amount of employee stayed neutral as they don't have much to say. But from what it seems that the company id providing the information but not all of it.
- Here we can see that most of the employee stayed neutral which is 46%. But while 31% of people agree with the growing and learning environment and by doing that they can boost the company image.
- Here we can see a large amount of employee are disagreeing with the HR team about the service to ensure high quality applicant prescreening and hire qualified employee, while 30% agrees.

- In every organization, bias is very unethical. According to my study, 31% agreed and 25% strongly agreed that the senior management used their personal references when hiring new employees. Which undoubtedly creates a barrier.
- The direct hiring process must have involved numerous steps. Each and every step must be carefully planned and executed, which takes a lot of time. In the alternative, finding highly trained workers would take relatively little time if they could be hired through outsourcing.
- It is clear that many resumes are rejected daily for positions in a reputable company like Snowtex. The HR staff put their all into identifying the top candidates from among those who applied. Therefore, 50% of people agree.
- The recruitment and selection process requires some financial support, such as providing light snacks for an interview session and paper and pencils for written exams. Additionally, there are systems for medical check-ups and provisional periods. Therefore, when taking these types of facts into account, 25% of the employees agree, and 38% strongly agree. However, there are times when the criteria might be disregarded or taken for granted, giving the impression that the requirement system is inexpensive. As a result, 20% of people strongly disagree with this assertion.
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- There is a top-to-bottom structure in an organization. Selecting a mid-level or low-level employee will not include the same recruiting and selection procedures as hiring a top level employee. As a result, several procedures are used in their selection process for various groups. Thirty percent of workers strongly concur.

Chapter 6

Conclusion

Conclusion

The current corporate world is evolving quickly as time goes on. The competition is becoming increasingly difficult. Therefore, in order to survive in this cutthroat, dynamic environment, each company needs to implement its special theories, concepts, and procedures. Based on a two-month internship at Snowtex, this report was produced. Completing my BBA program and familiarizing myself with Snowtex's "Employee recruitment & Selection Process, supply chain management" process are the main goals of my internship report. This study is divided into Six main sections. The introduction includes information on the report's goal, methodology, and limitations. The corporate overview, which presents a detailed picture of Snowtex, is covered in the second part of this report. The purpose of the Internship Activity is discussed in the third chapter.

The fourth chapter, "HR functions," includes a review of the literature as well as HR policies and practices that are primarily centered on the recruiting and selection themes employed by the Snowtex group. A Survey Analysis Recruitment & Selection process is the fifth and most crucial chapter in this study. The research for this report's findings was done by asking workers of the Snowtex Group to complete a questionnaire survey. After gathering the questionnaire responses, an analysis section was created, illustrating the employees' opinions on 45 different topics. The responses were then embellished using pie charts. Basically, recommendations and a conclusion are included in the last section. Even though Snowtex is a well-known company these days, it nevertheless faces challenges and severe circumstances. The firm should thus place a greater emphasis on the quality of its products and services in order to minimize issues or to retain a strong position in the market. Additionally, they have to hire workers who are more competent, motivated, and educated than those of their rivals. As everyone knows, a company's greatest asset is its people.

Snowtex Limited, like to other prosperous organizations, focuses considerable emphasis on its ability to identify, attract, and retain exceptional individuals. It is recommended that Snowtex carefully consider implementing the following ideas in order to enhance the efficiency of these

procedures. The software designed for the automated administration of leave is a technological solution that streamlines and manages the process of granting and tracking employee leave requests. The advancement of technology has facilitated the use of software systems for the automated management of employee leaves. This has the potential to streamline the administration process, reducing the likelihood of mistakes and enhancing overall efficiency. The manual modification of employees' leaves of absence may give rise to inquiries regarding the HR department's degree of precision. The aforementioned inquiries can be mitigated by employing automated techniques.

The allocation of workspaces exclusively designated for interns An internship offers a mutually advantageous opportunity for both the organization and the individuals undertaking the internship. Snowtex should consider the potential benefits of providing interns with designated workstations or workplaces during their internships to maximize the opportunities available to them. This practice not only fosters a sense of belonging among individuals but it also ensures that they possess the necessary knowledge and resources to make effective contributions. If it is found that the supply of dedicated workplaces is not feasible, Snowtex will proceed to design a workspace.

Snowtex Limited shown a commendable level of responsiveness and commitment to adhering to industry norms in response to the COVID-19 pandemic. This statement was made in acknowledgement of the unprecedented challenges faced by organizations worldwide as a result of the epidemic. During this period characterized by significant upheaval, Snowtex achieved a noteworthy feat by swiftly integrating online testing facilities into their recruiting procedure. The tactical move made by the corporation not only showcased its adaptability, but also underscored its commitment to ensuring the safety of both its existing employees and prospective applicants. During the COVID-19 pandemic, a significant number of companies made the decision to terminate the employment of their workers. However, at that period, Snowtex retained all of its employees and continued its commercial operations. The employees adhered to the established norms and guidelines in order to prevent the occurrence of illness or transmission of the disease among their colleagues. Regarding the company's operations, it has engaged in significant business activities and generated substantial earnings. However, the corporation prioritized staff health above all else.

A contingency plan is a strategic course of action designed to address and mitigate any risks or unforeseen events that may disrupt normal operations. The proposed strategy has the potential to provide adaptable strategies, such as providing options for alternate workstations or diverse work environments, to effectively address the diverse requirements of employees. The integration of new interns into the workforce fosters a sense of connection, therefore enhancing their performance. Additionally, individuals will have the opportunity to get a deeper understanding of the subject matter.

This study underscores the fundamental argument that adapting HR practices to align with contemporary technological advancements is of utmost importance. The aforementioned statement illustrates Snowtex Limited's ability to not only embrace technical changes but also achieve success within the framework of such progress. This exemplifies Snowtex's steadfast commitment to remaining at the forefront of innovation in its endeavor to achieve excellence in talent acquisition and management, so serving as a testament to their devotion. There is a heightened probability that the organization will experience further expansion and increased prominence within the Ready-Made Garments industry of Bangladesh, as it actively engages in the processes of staff recruitment, evaluation, and retention.

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Appendix

Particular	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
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organization.					
The process of direct recruitment and selection is more time-consuming compared to outsourcing in order to obtain productive human resources.					
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To obtain effective HR, creative ideas are incorporated into the selection process.					

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