Thesis Report on

Recruitment and Selection Process in Bangladesh: A Case Study on Felix Controls Limited

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Program: EMBA

Semester: Summer 2021

Major: Human Resource Management

Department of Business Administration

Sonargaon University (SU)

Prepared for:

Submitted for the partial fulfillment of the degree of Executive Masters of Business Administration



Sonargaon University (SU)

Dhaka-1215

Date of Submission: 28 September, 2021

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Submitted to:
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Submitted for the partial fulfillment of the degree of Executive Masters of Business Administration



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Date of Submission: 28 September, 2021

Letter of Transmittal

4 August-2021

Md. Rasel Hawlader

Lecturer

Department of Business Administration Sonargaon

University (SU)

Subject: Submission of Thesis report.

Dear Sir,

With humble honor and respect, I am submitting my internship report on "**Recruitment and Selection Process in Bangladesh: A Case Study on Felix Controls Limited**" As per partial accomplishment of the requirements for the EMBA degree, this thesis has been carried out under the supervision.

This report is an integral part of our academic courses in completion of the EMBA program which has given me the opportunity to have an insight into the recruitment and selection process in security system Sector of Bangladesh especially real scenario of **Felix Controls Limited**.

In completing the report, I tried my best to blend all my knowledge and imparted every available detail and also attempted to avoid unnecessary amplification of the report. I humbly request you to accept this report for your kind evaluation.

Sincerely,

_____

Shakil Sarkar

ID: EMBA-2001019005

Department of Business Administration

Sonargaon University (SU)

Acknowledgement

I would like to mention some people with due respect and honor who assisted us, without any hesitation to complete our Internship report within the due time. Therefore, I would like to thank them all from the bottom of my hearts.

In this procedure, at first I would like to thank All Mighty Allah for making it possible for us to complete our work properly within the given time. Most importantly I would like to thank my Internship Supervisor **Md. Rasel Hawlader,** who was always ready to guide me and solved all the difficulties that I faced during preparing my internship of the report.

Most importantly, I would also like to thank Sheikh Razibul Ahsan (HR & Admin Ast. Manager) and other members who helped me by providing informative instructions. Without their help this project would have been difficult to complete.

Shakil Sarkar
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Student Declaration

I, Shakil Sarkar, a student of Executive Master of Business Administration, bearing ID No EMBA – 2001019005 from Sonargaon University would like to solemnly declare here that this report on**: "Recruitment and Selection Process in Bangladesh: A Case Study on Felix Controls Limited**" has been authentically prepared by me. While preparing this report, I didn't breach any copyright act internationally. I further declaring that, I did not submit this report anywhere for awarding any degree, diploma or certificate.

Sincerely Yours

……..
Shakil Sarkar
ID: EMBA-2001019005
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Letter of Authorization

Certified that this project report titled "**Recruitment and Selection Process in Bangladesh: A Case Study on Felix Controls Limited"** is the bona fide work of Shakil Sarkar, who carried out the research under my supervision. Certified further that to the best of my knowledge the work reported herein does not form part of any other project report or Thesis on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

……

Md. Rasel Hawlader

Lecturer
Department Of Business Administration Sonargaon University (SU)

Abstract

The security and Automation system in Bangladesh is one of the most developed technology sectors within Bangladesh. Felix Controls Limited is one of the companies in Bangladesh who serves a multi-disciplinary engineering firm, partners with building owners, architects, project managers and vendors, to deliver state-of-the-art building service solutions in HVAC Systems, Home Automation & Lighting Control Systems, Fire Detection & Fire Protection Systems, Building Automation Systems and Security Systems

Their HR practices help them to achieve their objectives. Management updates their employee by developing programs and introducing new training. This report focus on how the recruitment and selection practices have done. Finally this report allows focusing on concepts and theories used in the Felix Controls Limited which relate with academic purpose.

HR division is truthful and unbiased which creates a unique organizational environment.

Though they ensure a friendly and caring working culture but they do not keep the CV properly. Even the regret letters are not sent to the applicants who are not certain after joining of the determinately selected candidates. As they have lessenedof the human resource in HRD they have to recruit few better organized HR employees so that they can overcome their limitation.

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List of Abbreviation

FCL-Felix Controls Limited

HRD- Human Resource Department

RDC – Radio Commercial

IT – Information Technology

ERP - Enterprise resource planning

CSR – Corporate Social Responsibility

HR- Human Resource

Chapter-01

Introduction

2

1.1 Introduction

HR designed to maximize employee performance in service of an employer's strategic objectives HR is essentially worried with the administration of individuals inside associations, concentrating on arrangements and on systems. Human Resources department is the emerging sector in the new era of corporate world. Earlier HRM was disregarded by many companies. Today the circumstance has changed, the vast majority of the associations are underlining on HRM rehearse. The fundamental reason is, the companies keeps running by the people or HR not by the machine.

I have done my major in human resource management from Sonargaon University. There I have completed two years of the theoretical part of the graduation.

This practical part will be evaluated by my honorable academic supervisor. For that reason I have prepared this report on the basis of my collecting data and experience and submitted to my supervisor. The topic of the report is "**Recruitment and Selection Process in Bangladesh: A Case Study on Felix Controls Limited**"

1.2 Scope of the Study (Felix Controls Limited)

There is a large scope for doing the internship in any organization in Bangladesh. Internship provides practical knowledge to the students about their practical field. The students have a large opportunity to acquire knowledge with the organization. Organizational environment, participate with others. The student can familiar with organizational cultural. After studding this report you able to know about the Recruitment & Selection Process, Strength, weakness, opportunity and threats of Felix Controls Limited. Also know about the External Internal Sources of Recruitment & Selection Process. The key focus of the study is to observe Recruitment and Selection process of **Felix Controls Limited**.

1.3 Objectives of thestudy

This report has been prepared primarily for the fulfillment of the intern shipment program, which is essential part of the EMBA program of International Islamic University The prime objective of the study has been to evaluate the recruitment and selection and procedure of Felix Controls

Limited. To facilitate achieve the prime objective; this Study aims at attaining the following operational objectives.

- To know the objectives of the selection procedure.
- To know the interview procedure of the organization.
- To understand the perspective of creating and presenting the new idea.
- To fulfill the requirement of the MBA degree.
- To get practical idea about organizational environment.

- To introduce the new situation, new environment.

1.4 Methodology of the Study

The Study needs a systematical process from selection of the topic for the final report preparation. To accomplish the study of the data sources have to be collected and identified. They have to be classified, interpreted, consider and offered in a systematic way. The overall methodology process is given into the following paper in a form of flowchart that is followed in the study.

Primary Sources

1. Personal observation of the process.
2. Informal interview with the employee

Secondary Sources:

Secondary data are collected from Internet, different published articles, books, prospectus, journals, other publications and written information provided by the company. For collecting data from secondary sources, go through various web sites.

1.5 Limitations of the Study

I have tried heart and soul to achieve the objectives of this report and make this report feasible and informative. Although there are some limitations that made obstacle in acquiring my goals These are:

- Time limit to gather more information of the company,
- The employees are too much busy to share their experience related with my Study,
- The company web site had not enough information to collect data for my Study,
- Couldn't get opportunity to talk with higher level employees to get more information to complete my Study
- Though there were lots of limitations to complete this report but I tried my best to gathered and input more information from the various sources.

Chapter-02

Company Profile

2.1 Company Profile

Felix Controls Limited, a multi-disciplinary engineering firm, partners with building owners, architects, project managers and vendors, to deliver state-of-the-art building service solutions in HVAC Systems, Home Automation & Lighting Control Systems, Fire Detection & Fire Protection Systems, Building Automation Systems and Security Systems. **At Felix, we advise, we design, we assess and we deliver.**

A group of highly qualified engineers with decade of industry experience in Building Management System, Fire Detection & Protection System and Security System in Bangladesh conceived the idea of an engineering firm which would render its expertise to building services business.

Felix Controls Limited was founded in the month of December, 2010 duly incorporated under the Company Act (Act XVIII) of 1994 by the Government of the People's Republic of Bangladesh vide Certificates of Incorporation No # C88761/10 issued by the Registrar of Joint Stock Companies & Firms, Bangladesh.

Felix offers a collective systems knowledge-base with the applications expertise to create truly comprehensive solutions. With our broad product and service offerings, we can help customers achieve their business objectives. Our integrated solutions help reduce energy use and costs while meeting the high levels of comfort and performance critical to our customer's business operations.

Felix provides clients with a complete service package, from inception and planning to design, commissioning, and management for a diverse range of projects. By keeping a professional and pragmatic approach, we have successfully executed a multitude of projects of unquestionable quality, thus offering services in various roles and accumulating comprehensive industry knowledge about building business as a whole.

2.2 Vision

Our vision is to establish Felix Controls Limited as Solution Integrator in Bangladesh leading to accretion of wealth through excellent performance, products, services and efficient use of resources.

2.3 Mission

Our mission is to provide quality & innovative solution to our valued customers, maintain stringently ethical standard in business operation also ensuring benefit to the shareholders and the society at large.

2.4 Our Objective

Our objective are to conduct transparent business operation based on market mechanism within the legal & social frame work with aim to attain the mission reflected by our vision.

2.5 Our Values

Our Values have fueled our consistent success and shaped our culture. In short, they are fundamental beliefs about how we operate our company. The idea of sustainability has taken on increasing relevance in recent times—but has literally been at the heart of Felix Controls' values since the very beginning. Our products, services, operations and community involvement are part of a holistic approach and commitment to promote the efficient use of resources around the country.

Integrity

Honesty, fairness, respect and safety are central to the company's work ethic.

Customer Satisfaction

We recognize that our future depends on the success of our customers. To this end, we cultivate a proactive, approachable business environment – and provide expert knowledge and practical solutions.

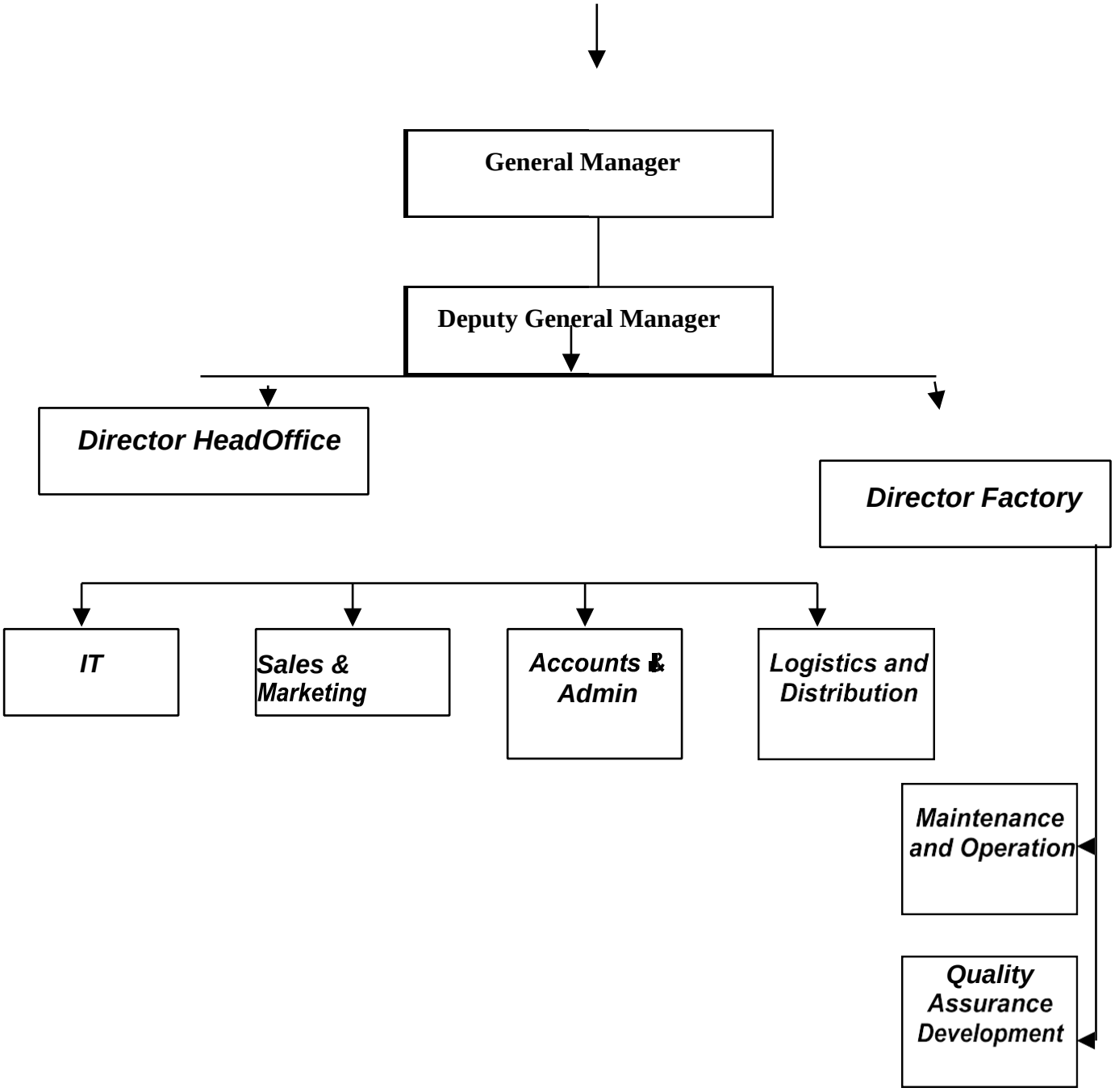
Employee Engagement

We have fostered a culture that promotes excellent performance, teamwork, inclusion, leadership and growth. **Innovation**

We believe that there is always a better way. This belief inspires the new solutions, change and opportunity we pass on to our customers.

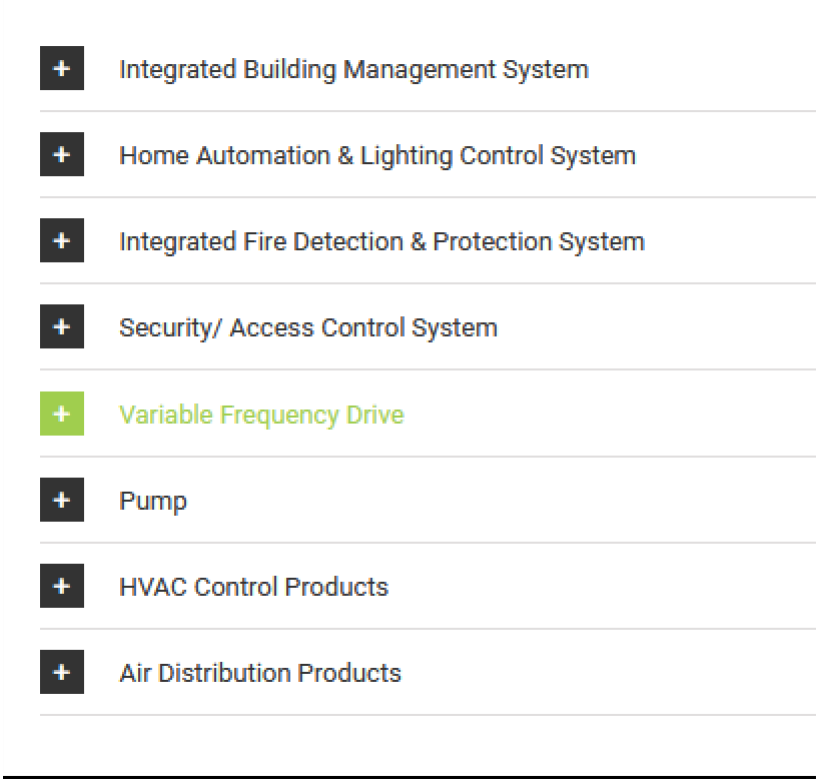
2.6 Management Structure

Managing Director



2.1 Figure: Management Structure

2.7 What we Do…



2.7 Felix Controls Limited Service or Products:

1. Building Management Systems***:***

Building Management Systems (or BMS) are computer-based systems that help to manage, control and monitor building technical services (HVAC, Lighting, Utility etc.) and the energy consumption of devices used by the building. They provide the information and the tools that building managers need both to understand the energy usage of their buildings and to control and improve their buildings' energy performance.

A BMS can efficiently control as much as 84% of your building's energy consumption. Furthermore, it performs its functions completely automatically, day in, day out, year after year. However, unless system settings and parameters are properly monitored and maintained the building performance will begin to suffer. The result will be higher building operating costs and reduced occupant comfort.



2. Home Automation & Lighting Controls:

As you look for a smart house system, there are several things to keep in mind. A system with the right functionality, strong compatibility and excellent technical support will be your best bet. Above all, try to look for a system that best suits your unique needs.

Control4 offers the ultimate home automation solution by making the electronic components and systems you already use on a daily basis work together, seamlessly. By integrating everything from lighting, music, video, climate control, security—even smartphones and tablets—Control4 creates personalized experiences that enhance your life and work with added comfort, savings, convenience and peace of mind.



3. Fire Detection & Protection Systems:

One of the biggest menace and threats to human life and civilization is Fire. If a severe fire breaks out it can destroy houses, take away lives and create havoc. And stopping a fire is indeed a very difficult task. Since prevention is always better than cure, the best way to fight this problem is by installing Fire Alarm systems in your premises.

When smoke and fire threaten critical business assets, reaction time is crucial. Fike designs fire detection and protection products that utilize the most innovative technologies yet are convenient to install and operate. Whether you need an intelligent or conventional fire detection and

suppression control system, linear heat detection, early warning detection or an emergency power-off system, Fike has the fire detection and protection solution to fit your needs.

Fike's state-of-the-art CyberCat® fire alarm and communications system is revolutionary in its speed, intelligence and flexibility. Fike's Integrated Voice Evacuation and Messaging system is designed for distributed intelligence and ultimate survivability. Fully integrated into the CyberCat line of intelligent fire alarm panels, this modular voice evacuation system adds the benefits of voice messaging to any size application. Building occupants receive clear concise voice instructions pertaining to their specific location, proximity to the situation and emergency strategy – all delivered at the same time!



4. Security Systems Products:

Security equipment market has woken up to the benefits of integrating the components within a security system, but not all manufacturers can offer true integration. Felix offers solutions for a large variety of clients, from government and financial institutions to universities and premier social networks. A rich feature set allows us to tailor our offerings for specific requirements of budgets and system sizes while always providing an expansion path for our clients.

We provide Security Management System for large multi-site/multi-tenant applications, seamlessly integrates Access Control, Alarm Monitoring, and Video Surveillance into an elegant and versatile building management and security system.





5. Variable Frequency Drive Products:

Fifty percent of the electrical energy used in the Industry comes from operating rotating equipment such as fans, compressors, pumps and blowers just to name a few. This type of energy consumption is very significant, and it is up to our entire population to take energy overuse seriously. Variable frequency drives are a great solution in helping with this ever- growing problem. Customers today increasingly demand high efficiency in drive technology. Investments in improved efficiency quickly pay off, especially at higher power levels. The new VLT drives are not only up to 68% smaller than the previous generation, they are also more energy efficient.

Felix represents Danfoss who are the world leader in dedicated drives. VLT Drives are independent of motor manufacturers and adapts to any motor technology. Danfoss applied expertise and understanding of your business allows us to deliver dedicated, reliable and user-friendly products & services that fit your specific application requirements and reduce your total cost of ownership.





6. Pumps Products:

Whether you are in need of individual equipment, a packaged solution, or a complete installation engineered to your specifications, we can craft the cutting edge outcomes you expect.

With our expertise in fluid flow, heat transfer, variable speed, and demand-based control, Armstrong Fluid Technology leads the fluid systems industry, including HVAC, plumbing, and fire safety in providing the most energy efficient and cost effective solutions to building professionals and owners around the globe.

Design Envelope technology enables the greenest, most flexible and most cost effective fluid-flow and HVAC systems on the planet – resulting in both, lowest installed and lowest operating cost with the same equipment





7. Air Distribution Products:

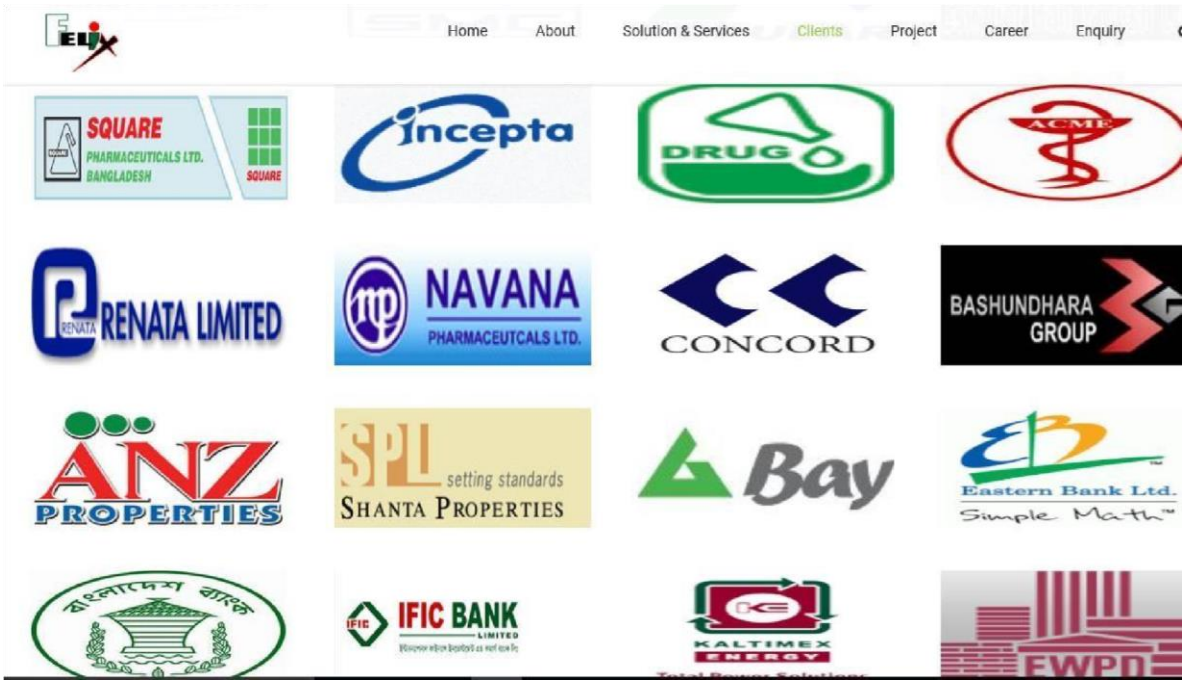
In order to meet demanding applications that satisfy current building code requirements for all structures, Felix Air Control Solutions include sustainable products for the following applications:

- UL Rated Life Safety
- Commercial air control
- Balancing
- Zone control
- Industrial & process control
- Sound control
- Air doors
- Commercial diffusers
- Marine, Tunnel and other application specific designs

Felix represents RuskinTitus which product range includes: DESV VAV units, Flow Bar and Linear Bar Grilles, as well as TMC/ TDCs diffusers. Likewise, Ruskin featured are IBD/ DIBDs, TFD (Tunnel Ventilation Dampers), Energy Wheels and Air Measuring Devices. Included in the range are FSD (Fire Smoke Dampers) and SD (Smoke Dampers).







2.7 Felix Controls Limited Clients:



Chapter-03

Literature Review

3.1 Human Resource Management History

Human resource management's history is the compatible and strategic which approach most valued assets to the management of an organization. The people working there contribute to the achievement of the goals by collectively and individually.

The terms of "human resource management" and "human resources" have largely replaced the term "personnel management" as a description of the process involved in managing people in organizations. HR management is rapidly growing. HR management is both business practice and academic theory that addresses the theoretical and practical methods of managing workforce.

At the early 1990's Human Resource management has found. When there are more working machinery then the labor became less. The movement of scientific management has begun.

Fredrick Taylor started the movement by writing a book about it. The titles are "The Principles of Scientific Management". The book stated "The Principle Objective of Management".

3.2 Functions of HRM

- Human resource planning
- Recruiting (internal and external)
- Employee socialization
- Safety and health
- Employee relations
- Job design
- Performance evaluation
- Rewards
- Job evaluation
- Compensation
- Discipline
- Counseling
- Orientation
- Employee training

- Management development
- Career development

3.3 HR Department's responsibility in Large Organizations

- HR planning and policy
- Organization planning and development
- Recruitment and selection, placement and termination.
- Job analysis
- Job evaluation
- Performance appraisal
- Compensation, employee benefits, bonus and profitsharing.
- Management development, orientation and training.
- Career planning
- Employee counseling

3.4 Recruitments

Recruitment is the process of attracting, screening and selecting qualified candidates for a job at any organization or business. It is undertaken by the recruiters.

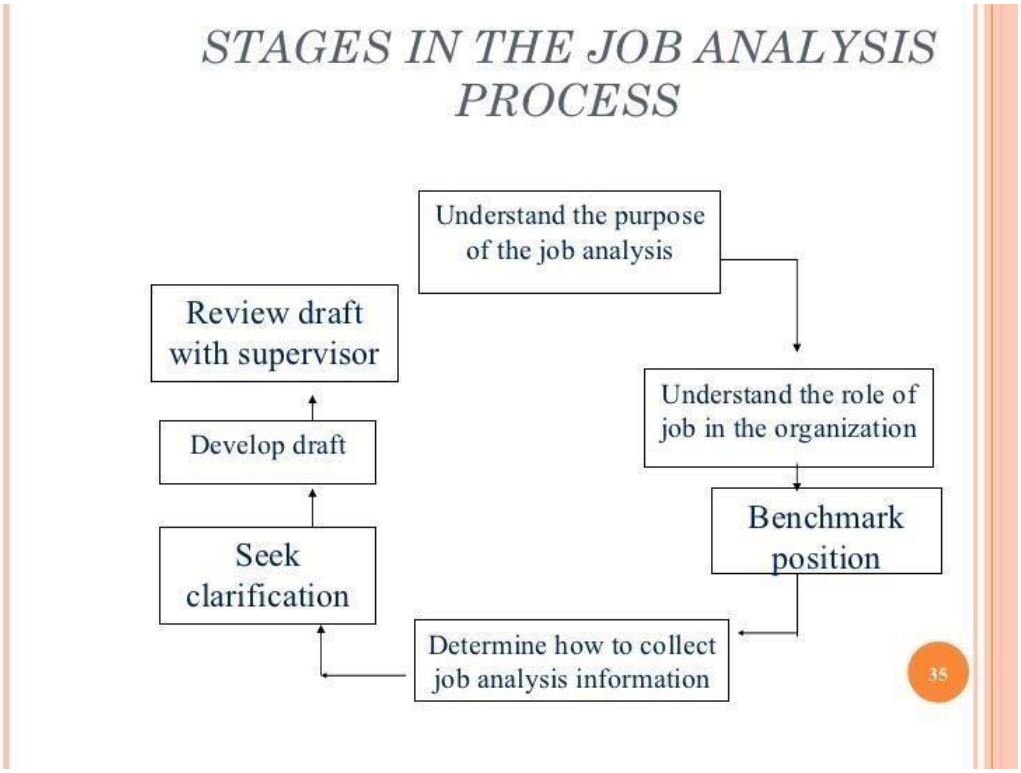
3.5 Job Analysis

The right start for recruitment effort is to act a job analysis, to document the actual or proposed requirement of the job to be performed. Job analysis is composed of job description, job evaluation and job specification.

Job analysis is a systematic process of collecting all information about the job for preparing of job description and job specification meant to selection of employee, satisfaction in job, and motivation etc.

Job analysis is a procedure through which you determine the duties and responsibilities, nature of the jobs and finally to decide qualifications, skills and knowledge to be required for an employee to perform particular job. Job analysis helps to understand what tasks are important and how they are carried on. Job analysis forms basis for later HR activities such as developing effective training program, selection of employees, setting up of performance standards and assessment of employees (performance appraisal)and employee remuneration system or compensation plan.
Its objectives include :
(a) to determine most effective methods for performing a job.

(b) to increase employee job satisfaction.
(c) to identify core areas for giving training to employees and to find out best methods of training.
(d) development of performance measurement systems
(e) to match job-specifications with employee specifications while selection of an employee.



Procedure of Job Analysis

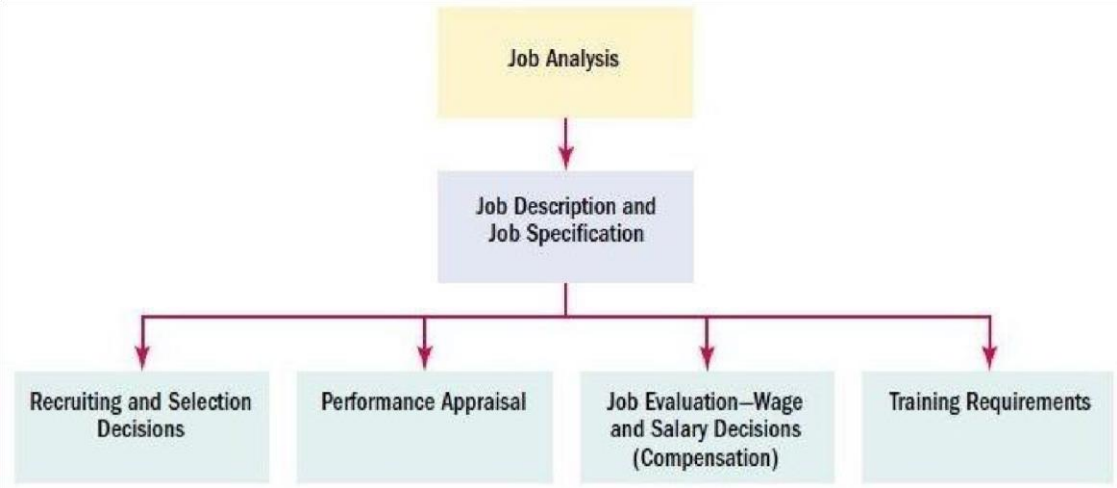
Job analysis is done by using two approaches one is work oriented is approach and second one employee oriented approach

1. work oriented approach

This approach focus on the actual task involved in a job . This approach mainly concentrate on duties, functions and responsibilities involved in a job

2. Employee oriented approach this approach focus on examining of human attributes needed to perform the job perfectly. human attributes have been classified into knowledge, skills attitude and other characteristics.

Knowledge is the information people need in order to perform the job.



Job Analysis Methods

Observation

When the observation method is used, a manager, job analyst, or industrial engineer observes the individual performing the job and takes notes to describe the tasks and duties performed. Observation may be continuous or based on intermittent sampling.

WORK SAMPLING

As a type of observation, work sampling does not require attention to each detailed action throughout an entire work cycle. Instead, a manager can determine the content and pace of a typical workday through statistical sampling of certain actions rather than through continuous observation and timing of all actions.

EMPLOYEE DIARY/LOG

Another method requires that employees "observe" their own performances by keeping a diary/log of their job duties, noting how frequently they are performed and the time required for each duty.

Interviewing

The interview method of gathering information requires that a manager or HR specialist visit each job site and talk with the employees performing each job.

Questionnaires

The questionnaire is a widely used method of gathering data on jobs. A survey instrument is developed and given to employees and managers to complete. The typical job questionnaire often covers the areas shown below:

Critical incident technique

The critical incident technique involves observation and recording of examples of particularly effective or ineffective behaviors. Behaviors are judged to be "effective" or "ineffective" in terms of results produced by the behavior.

Internal Sources Internal sources are contains with the following steps, these are:

Personal recommendations: When there is a vacancy in an organization the existing employees will possibly know some of their relatives or friends who might effectively fulfill the job vacancy. It could be highly effective for recruitment but it may offend another candidate who was wishing to consider for the job.

Notice board: It is very simple and appropriate way to pass an important message to the current employee. A job circular could be pinned to a notice board which should be placed in a suitable place so that a number of employees will see it and read it. The notice should be well designed for attention so that it will catch the employee eye so that they can read it and they can apply it they want. It will create the equal opportunity for all.

Newsletter: Newsletter could be a source of recruitment as there are many companies produce their own newsletter, magazines and journals for the employee. So when the employee read it and find if there any news about the job vacancy and aware of job opportunity.

Memorandum: This is probably the finest method of circulating update for the job opening is to send memorandum to department managers to check out to the teams. Or to write all staffs perhaps enclosing memoranda in wage packets if appropriates. However it can be a time consuming process to contact with employee individually. Especially if there is any large work force It also should be kept in mind which way the memoranda is phrased out, so that the job appeals is likely to applicants.

External sources: External sources are discussed below:

Advertisements: When there is a vacancy in an organization, advertisements could be the best methods to use. Advertisements could be differed by the type of job. Some variety of advertisementsis,

- Internet ads
- Newspaper ads
- Televisions and radio ads

Employment agencies:

- **Public agencies:** Most public agencies attract unskilled individuals or who have the minimum teaching.
- **Private employment agencies:** Private agencies are FCLieved to propose positions to candidates of a higherlevel.
- **Headhunters:** Headhunters are actually specialized in mid-level and top level managerial employments.

Campus recruitment: In campus recruitment the recruiter visits reputed institutions to pick up job candidates having required professional or technical skills.

Professional organizations: Organizations like management associations, engineer's institutions, chamber of commerce and industries, which is external sources of recruitment.

Recruiting internally andexternally

Internal Recruiting: When there is vacancy arises existing employees provide the internal sources and someone from the organization is transferred, upgraded or promoted or even demoted.

Advantages:

- The right candidates having requisite skills can be pick up by the management.
- Management has knowledge about the suitability of the candidate. ➢ The cost of recruiting is minimal.

Disadvantages:

- For incompetent candidates it may prove to be a blessing.
- It discourages entry for talented people.
- It may lead to backbiting among employees. ➢ Management is enforced to select candidates from a limited pool.

External Recruiting:

External source is when recruiter hire candidates from outside of the organization.

Advantages :

- Candidates having special skill and good knowledge will get hired.

- The organizations have the freedom to select candidates with requisite qualifications. ➢ It helps the internal employees to do hard work and compete with new external candidates.

Disadvantages:

- It takes lot of times to advertise, screen and select suitableemployees.
- Hiring costs could go up significantly in tapping different sources of recruitments.
- There is no guarantee that the organization will be able to hire suitable candidates.

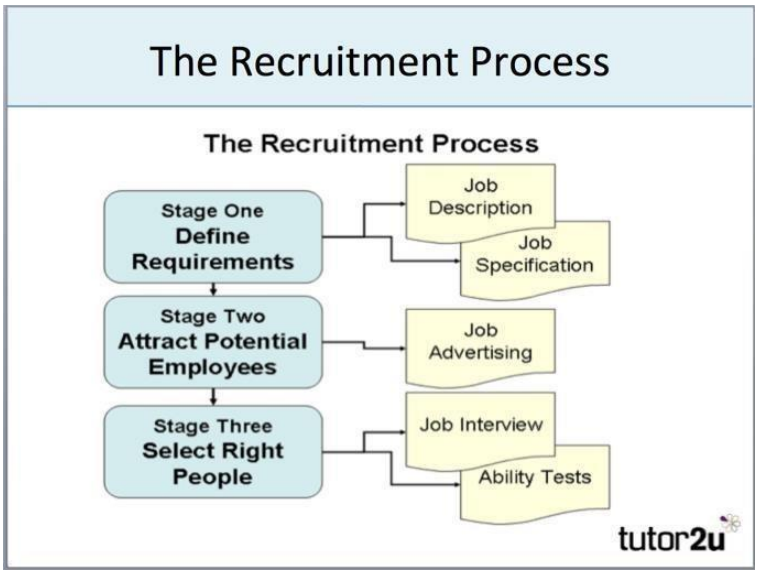
Selection: Selection is a process of selecting new candidates who got the relevant skill and knowledge to fulfill the jobs in an organization. The basic reason is to hire the qualified candidates who have the ability to perform the job successfully. After the recruitment process is over selection process is start.

7 Steps to Effective Recruitment

- Step 1 – Before you start looking.
- Step 2 – Preparing a job description and person profile.
- Step 3 – Finding candidates.
- Step 4 – Managing the application process.
- Step 5 – Selecting candidates.
- Step 6 – Making the appointment.
- Step 7 – Induction.

3.6 Recruitment and selection is the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position and choosing the most appropriate person for the job.

Selection process: Selection includes a series of steps. Each candidates need to successfully cleared before the candidates proceeds to the next. Some organizations give the priority to emphasize interviews and reference checks while other give the priority to testing. Also a single interview might be sufficient for the position of lower level applicants, while for managerial job applicants interview may take by a number of employee



The various process involved are:

Process # 1. Application Form:

The application form is designed to contain detailed information about the candidates. It also helps in comparing the merits of the applicants.

The information required in the application form will include some or all of the following:

(i) Post applied for.

(ii) Personal data – name, address, telephone number, age, sex, marital status, children, nationality, next of kin.

(iii) Education – school, college and university attended, degree/ diploma passed, year of passing, subjects offered, grade or division obtained.

(iv) Professional qualification(s).

(v) Languages known- ability to read, write and speak.

(vi) Employment history of all jobs since leaving college/ university, dates from and to, employer's name, address and nature of business, position and duties held, reasons for leaving.

(vii) Personal circumstances; when required, prepared to serve anywhere or not, etc.

(viii) Medical history; brief details of any serious illness, disability, major operation, etc.

Process # 2. Interview:

An interview is the first face to face interaction between the candidate and the company representatives. It is a sine qua non for applicants who qualify in the first screening as probable ones having all the basic requirements. The objectives of selection interviews are to elicit information about the candidate's motives and behavior, to assess personality, to check the factual information already given by him and to inform him about the job and the company.

Process # 3. Employment Tests:

As a method of selection, the employment tests are an exception rather than the rule. They may be used to supplement the information already collected through the application forms and interviews. The future performance of the candidate in a particular field may be predicted to some extent by the tests specially designed for the purpose. The disappointment which arises from failures and dropouts in training and later on the job can be avoided by the use of the tests of ability and potential of applicants.

Process # 4. References:

References should be sought, after the selection is finalized. These may be either in a written form or checked over the telephone. If references are sought before the interview, they may bias the thinking of the members of the selection board. The opinions of the previous employers and other persons referred to by the candidate are only as reliable as the judgment of the person giving them. References may help in checking certain facts given by the candidate in the application form.

Process # 5. Medical Test:

The selected candidates are medically examined by the company's doctor or approved medical practitioners. Medical tests may vary from the comprehensive to the nominal, depending upon the nature of the job. The manual jobs may require comprehensive medical tests to prevent infection, detect ailments and complicated diseases.

Process # 6. Appointment Order:

The selected candidates are issued letters of appointment after the recommendations of the selection board are approved by competent authority in the company. Appointments at senior positions such as the chief executives, general managers, financial advisors, etc. need the approval of the board of directors. The chief executive may be the approving authority in the case of other posts.

Selection Process can be success:

1. Someone should have the authority to select. This authority comes from the employment requisition as developed by an analysis of the work-load and workforce.

2. There employee may be compared i.e., a comprehensive job description and job specification should be available beforehand.

3. There must be sufficient number of a number of employees may beselected.



Figure: Recruitment Process

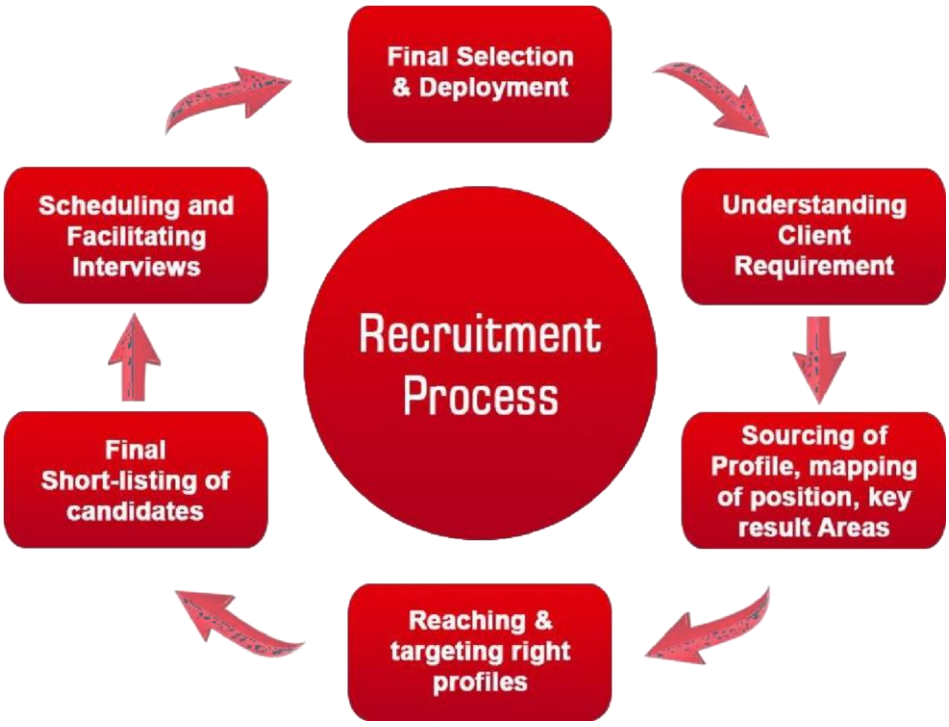


Figure1: Recruitment Process

Chapter-04

Analysis of the study in

Felix Controls Limited

4.1 Recruitment and Selection Process in Felix Controls limited

Felix Controls limited is looking for top-caliber people who want the flexibility and resources to grow in their career. If someone is that kind of person who has always stood out, they offer a place where one can continue to excel. Felix Controls limited has thousands of diverse people from different cultures and backgrounds working in a variety of different jobs in different fields. Merit is the sole criteria for selection. Attitude is given as much weight age as functional competencies Panel interviews comprising of Functional Head & HR Head. Sources for recruitment are through campus, consultants, employee referrals, internal job postings and the internet. All positions involve written tests. Antecedent verification is an integral part of our recruitment process. Medical fitness is pre-requisite for all positions. They are an equal opportunity employer and do not discriminate on the basis of race, community, religion or sex.

Recruitment is an important part of an organization's human resource planning and their competitive strength. Competent human resources at the right positions in the organization are a vital resource and can be a core competency or a strategic advantage for it.

Recruitment is the process through which the organization seeks applicants for potential employment. Selection refers to the process by which it attempts to identify applicants with the necessary knowledge, skills, abilities and other characteristics that will help the company achieve its goals, companies engaging in different strategies need different types and numbers of employees. The strategy a company is pursuing will have a direct impact on the types of employees that it seeks to recruit and selection.

4.2 Human Resource Planning inFCL:

Every organization has employment Planning. FCL has additionally its employment Planning. They conventionally forecast their personnel needs predicated on their mission, strategic goals &objectives & technological and other changes resulting in incremented productivity. Felix Controls limited is always probing for top-caliber people who want the flexibility and resources to grow in their vocation. If anyone is the kind of person who has always stood out, FCL offers a place where you can perpetuate to excel. In FCL there are thousands of diverse people from different culture and background working in a variety of different jobs in different fields. Here there is some requisites in the recruitment and Selection process of below-

- Merit is the sole criteria for selection.
- Attitude is given as much weight age as functional competencies.
- Panel interview comprising of functional head of HR.
- Sources for recruitment are through campus, constants, employee referrals, internal job posting.
- Positions in Officer Cadre, GET and MT involve written tests.
- Antecedent verification is an integral part of our recruitment process.

- Medical fitness is pre-requisite for all positions.
- There is an equal opportunity employer anddonot discriminate on the basis of race, sex, religion or community.

4.3 Current recruitment system of FCL:

A responsibility for recruitment customarily belongs to the HR department. This department works to find and attract the capable applicants. Job description and designation provide the needed information upon which the recruitment process commences. The functions of the recruitment of Best Electronics Ltd. are given below:

- Need Assessment
- Defining the position description
- Checking the recruiting options
- Advertisement
- Screening and short listingapplicants
- Written test
- Selection interview
- Employment decision
- Pre-employment medical check up
- Offer letter
- Orientation or Induction
- Placement
- Follow up

4.4 Source of Recruitment utilized by FCL:

FCL make in three ways recruitment depending on the job category of the vacant position. Consequently, the recruitment process of this organization is relegated into three types, which are done predicated on the job grade/ group. These are as follows:

1. Entry level Management

2. Mid-level Management

3. Top level Management **Internal Source:**

Internal sources of recruitment of Felix Controls Limited are given below:

Job posting programs:

The purport of the job posting is to inspirit employees to seek promotion and transfers the avail the HR department fills internal opening and meet employee's personal objectives. Not all job apertures are posted. Besides ingression level positions, senior management and top staff positions may be filled by merit or with external recruiting. Job posting is most mundane for lower caliber clerical, technical and supervisory positions.

External Sources:

All the above options being considered, organizations go for external recruiting when needed. Those who meet the best qualifications, skills, experiences and competencies required for the position should fill vacancies.

Advertisement:

Bdjobs.com is one of the main sources of Felix Controls Ltd to collect CV of potential candidates. FCL kept the identity open in their recent job advertisement when the quality of the candidate was a very consequential factor to consider. By revealing the FCL identify, the companyendeavors to magnetizethe best potentials among all the others.

Employee Referrals:

Employee referral encouraged existing employee to recommend their friends who is working in other organizations for a possible vacancy in future.

Employment agency:

Best Electronics often recruit via renowned employment agency for non-management level to ensure the best talent for the organization.

Consulting of the CV bank:

Best Electronics often check their stored CV bank when they have a vacancy. If the job description matches with any candidate's quality then the candidates will get an invitation for interview.

Selection process:

Selection process is gathering information for the use of deciding and evaluating who should be employed in particular jobs.

Screening and short listingapplicants:

The response to the advertisements are screened and sorted. The CVs and the Covering letters are judged. **Written test:**

Felix Controls believes that to select the desirable candidates it is proved that written test is effective and useful tool before the interview process.

Selection interview:

A preliminary interview is conducted which follows the elimination method. After that, the second interview takes place with a very few number of candidates. Then they determinately selected person is called for the final interview.

Reference Check:

Reference checks the person's character, quality of the work and suitability for the position by obtaining information and opinions. It is an opportunity to authorize the information received from the candidate via their curriculum vitae and the interview.

Employment decision:

When the candidate has no quandary with the verbally expressed terms and conditions of the job and the organization discussed and mentioned in the final interview, the candidates are offered an application blank. The candidate has to fill this blank and submit it to the company along with a resume.

Pre-employment medical check-up:

The selected person has to go through full medical checkup that assures her/his physical fitness to perform the job prosperously after submission of the application and the CV.

Joining of the Candidate:

The selected candidates are requested to submit their academic and working experience certificates and other related documents after successfully completing all selection process.

Offeringtherole:

Once the health check-up is done, the candidate is given an offer letter designating the job responsibilities, salary packages, utilities that will be provided by the organization.

Verbal offer:

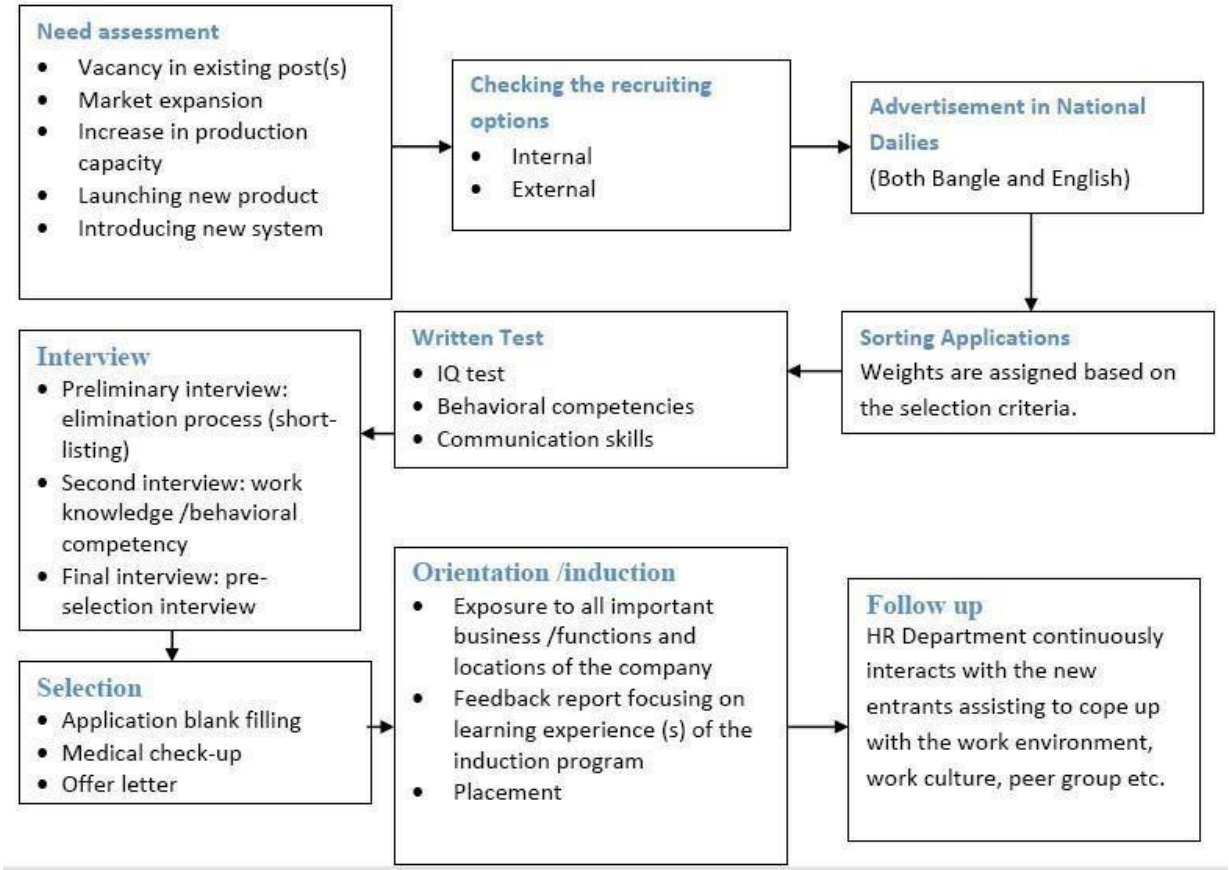
The verbal offer is the role to the candidate has given once the medical and reference checksthat havebeeneffectivelycompleted. Thediscussionshouldcoverthefollowing:

- ✓ Tell the candidate that you would like to offer them in the role.
- ✓ Congratulate them.
- ✓ Tell them the remuneration package that is being offered, including superannuating.
- ✓ Ask them if they are happy with it.
- ✓ Ask them if they accept the position verbally
- ✓ Tell them that we will send them an offer letter and initial package.

Written offer letter:

A written offer letter must be forwarded to the candidate. If the candidate has verbally accepted the position, the proper letter of offer is organized. This letter supposed to be sent to the candidate within two days of making the verbal offer.

4.5 Summary of the Recruitment and Selection Process of Felix Controls Limited



Chapter-05

Findings

Findings

- The recruitment and selection process is pretty rational. Everyone in the HR divisions is truthful and unbiased which promotes the surroundings of responsibility.

- FCL has created a unique organizational environment and the overall HR division has ensures a friendly and caring working culture.

- FCL's HR planning is operative because it is considered more often according to the change in this fast movingindustry.

- No study is conducted to rationalize the efficiency of the recruitment tests.

- Regret letters are not sent to the applicants who are not certain after joining of the determinately selected candidates.

- FCL always does not tested references appropriately, which may cause an earnest problem for the organization.

- HR division of FCL does not keep CV well.

- In their Recruitment and aptitude management, there are only three employees. Only three employees have done all the recruitment and selection process. This number of employees is not sufficient when work pressure is authentically high.

Chapter-06

Recommendations and Conclusion

Recommendations

- Recruit well-organized human resource in HRD to lessen the work pressure.
- HR should response to the unsuccessful candidates after the interview.
- Onlinerecruitment andselection process is not progressed. It must beimproved.
- More focus to support existing employees than recruit new employee.
- HR recruitment and selection process must be considered to attract more competent workers for the organizations development.
- HR Division needs adequate space and resources to preserve CV and other papers

Conclusion

The study “Recruitment and Selection Process of Felix Controls Limited” under HRD revealed that people are most valuable resources for the progress of the organization. For the development of these valuable resources there are many factors involved. Recruitment and selection process play an important role. To increase the productivity of an organization effective, dynamic recruitment and selection process is essential.

“Felix Controls Limited” practices a progressive recruitment and selection procedures. HR personnel of Felix Controls Limited are now expected to work beyond the boundaries of contracts and policies to contribute directly to the operation and success of the Human Resources Department.

Reference

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