Thesis Paper

on

Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)

Submitted by:

Name: Md. Abu Taher Sarker

ID: MBA2201025004

Program: MBA

Major: Human Resource Management

Department of Business Administration

Sonargaon University (SU)

Supervised to:

Sonargaon University (SU)

Department of Business Administration

Submitted for the partial fulfillment of the degree of Master of Business Administration

Sonargaon University (SU)

Dhaka-1215

Date of Submission: 12th January, 2023

Thesis Paper
on

Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)

Submitted by:

Name: Md. Abu Taher Sarker
ID: MBA2201025004
Program: MBA
Major: Human Resource Management
Department of Business Administration
Sonargaon University (SU)

Supervised to:

Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University (SU)

Submitted for the partial fulfillment of the degree of Master of Business Administration



Sonargaon University (SU)

Dhaka-1215

Date of Submission: 12th January, 2023

Letter of Transmittal

12th January, 2023

Md. Rasel Hawlader
Lecturer
Department of Business Administration
Sonargaon University (SU)

Subject: Submission of **Thesis Paper**.

Dear Sir,

With humble honor and respect, I am submitting my thesis report on "**Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)"** As per partial accomplishment of the requirements for the MBA degree, this thesis has been carried out under the supervision.

This report is an integral part of our academic courses in completion of the **MBA** program which has given me the opportunity to have an insight into HRM policies and Recruitment & Selection practices Sector of Bangladesh especially real scenario of **National Institute of Engineering &Technology (NIET)** hope this report reflects on the contemporary issues on the (Major Area) that are being practiced by organizations in our country.

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,

_____

Md. Abu Taher Sarker
ID: MBA2201025004
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 Thesis 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 thesis Supervisor, Md. Rasel Hawlader who was always ready to guide me and solved all the difficulties that I faced during preparing my Thesis of the report.

Most importantly, I would also like to thank Abbas Uddin Palash (Vice-Principal) and other members who helped me by providing informative instructions. Without their help this project would have been difficult to complete.

Your faithfully

Name: Md. Abu Taher Sarker
ID: MBA2201025004
Program: MBA
Major: HRM

Student Declaration

I, Md. Abu Taher Sarker, a student Master's of Business Administration, bearing ID No-MBA2201025004 from Sonargaon University would like to solemnly declare here that this report on **: Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)''** 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

……..
Name: Md. Abu Taher Sarker
ID: MBA2201025004
Program: MBA
Major: HRM

Letter of Authorization

Certified that this project report titled **Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)"** is the bona fide work of Md. Abu Taher Sarker, 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)

Executive Summary

The goal of this report is to identify the concepts and theories that discussed in my educational program that can be practiced in the aspect of recruitment and selection process in a home appliance manufacturing business in Bangladesh. National Institute of Engineering &Technology (NIET) is the greatest category education. 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 National Institute of Engineering &Technology (NIET) 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 lessened of the human resource in HRD they have to recruit few better organized HR employees so that they can overcome their limitation.

List of Abbreviation

- ✓ POS – Point of Sales
- ✓ IT – Information Technology
- ✓ ERP - Enterprise resource planning
- ✓ CSR – Corporate Social Responsibility

TABLE OF CONTENT

	Chapter	Page number
	Letter of Transmittal	i.
	Acknowledgement	ii.
	Student's Declaration	iii.
	Letter of Authorization	iv.
	Executive of Summary	v.
	Table of Content	VI- VII
	Introduction	**01-04**
1.1	Introduction	02
1.2	Statement of the problem	02
1.3	Background of the study	02
1.4	Scope of the study	02
1.5	Objective of the study	02
1.6	Methodology of the report	03
1.7	Limitation of the study	04
2.0	**Company Profile**	**05-09**
2.1	Company History	06
2.2	Vision	07
2.2	Mission	07
2.3	Objective	07
2.4	Strategy	08
2.5	Management Structure	09
2.6	Best Electronics Products	09
3.0	**Literature Review**	**10-22**
3.1	History of Human Resource Management	11
3.1.2	Functions of HRM	11
3.2	Responsibility of HR department in large organization	12
3.3	Recruitment	12
3.4	Job Analysis	12-15
3.5	Internal Sources	15-16
3.6	External Sources	16
3.7	Recruiting internally and externally	17-19
3.8	Recruitment process	19-22
4.0	**HRM practices of National Institute of Engineering &Technology (NIET)**	**23-29**
4.1	Overall HRM practices of National Institute of Engineering &Technology (NIET)	24
4.2	Human Resource Planning in NIET	25
4.3	Current Recruitment system of National Institute of Engineering &Technology (NIET)	25-26
4.4	Sources of Recruitment used by NIET	27
4.5	Selection process of NIET	28
4.6	Joining of the candidates	28-29
4.7	Summary of the recruitment and selection process of NIET	30
5.0	**FINDINGS, RECOMMENDATIONS, CONCLUSION**	**31-**

5.1	Findings	32
5.2	Recommendations	33
5.3	Conclusion	34
6.1	**References**	**42**

LIST OF FIGURES

2.5	Management Structure	09
3.8	Recruitment Process	19
4.1	Human Resource Management Process	21
4.7	Summary Of The Recruitment and Selection Process Of NIET.	24

Chapter-01

Introduction

1.1 Statement of the problem:

Now a day's business is very competitive so every organizations area looking for talent and extravert employee who NIET long to higher degree of adaptability quality. Business quality students are the main part of the organization. So to operate the business successfully we have to focus on the organization's recruitment and selection. It is the process where an organization can choose the right people for the right job. It is critical process because in this process there are many factors included.

1.2 Rational of the study

It is noted that the Thesis program has been becoming an integral part of the Master's of Business Administration (MBA) course with the passage of time. Thesis program has provided greater opportunity not only for the fulfillment of the requirement of MBA course but also provide practical knowledge about respective industry and business side. It is totally make linkage between theoretical and practical knowledge. Moreover, for the sake of better understanding and for convenience of the different stakeholders the rationale behind the Thesis program is stated here under. In addition, impact brief about the respective group and the company in particularly as below:

- To understand a company operation in order to theoretical vs. practical knowledge.
- Appraise about the basis of management in general sense of related industry.
- Make aware about the operational philosophy and system of the company.

1.3 Scope of the study:

The key focus of the study is to observe "The Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)" In this report it has been tried to cover overview of NIET Company's recruitment and selection procedure. Also there are some possible references have been given to.

1.4 Objectives of the study:

Broad objectives

The key objective of this report is to explore the HRM & Recruitment and Selection Practices in National Institute of Engineering &Technology (NIET).

Specific Objectives

- To know the overall human resource management practices by National Institute of Engineering &Technology (NIET)
- To assess the recruitment and selection process of National Institute of Engineering &Technology (NIET)
- To identify the methods or techniques of recruitment and selection process used by National Institute of Engineering &Technology (NIE)
- To analyze the problems regarding The Recruitment and Selection Procedures of National Institute of Engineering &Technology (NIET)
- To offer some useful recommendations that may use by the authority of National Institute of Engineering &Technology (NIET)

1.5 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.

A. **Election of the topic:** This topic of the study has assigned by my supervisor. To prepare a well-organized Thesis report, it was discussed with me before it was assigned.

B. **Identify the data sources:** To complete the study both necessary primary and secondary data were needed to identified which was essential.

1.6 Limitations of the study:

1.6.1 Sometimes the authorities aren't caring to provide necessary information.

1.6.2 Information was not up to dated.

1.6.3 To get appropriate information the instrumental facilities were not enough.

1.6.4 Some limitations like lack of information, necessary books, and missing records are the barrier of making accurate study.

1.6.5 The worker of the organization were not available all the time as they were busy with their jobs, so it leads me a little time to consult with them.

1.6.6 Short time span.

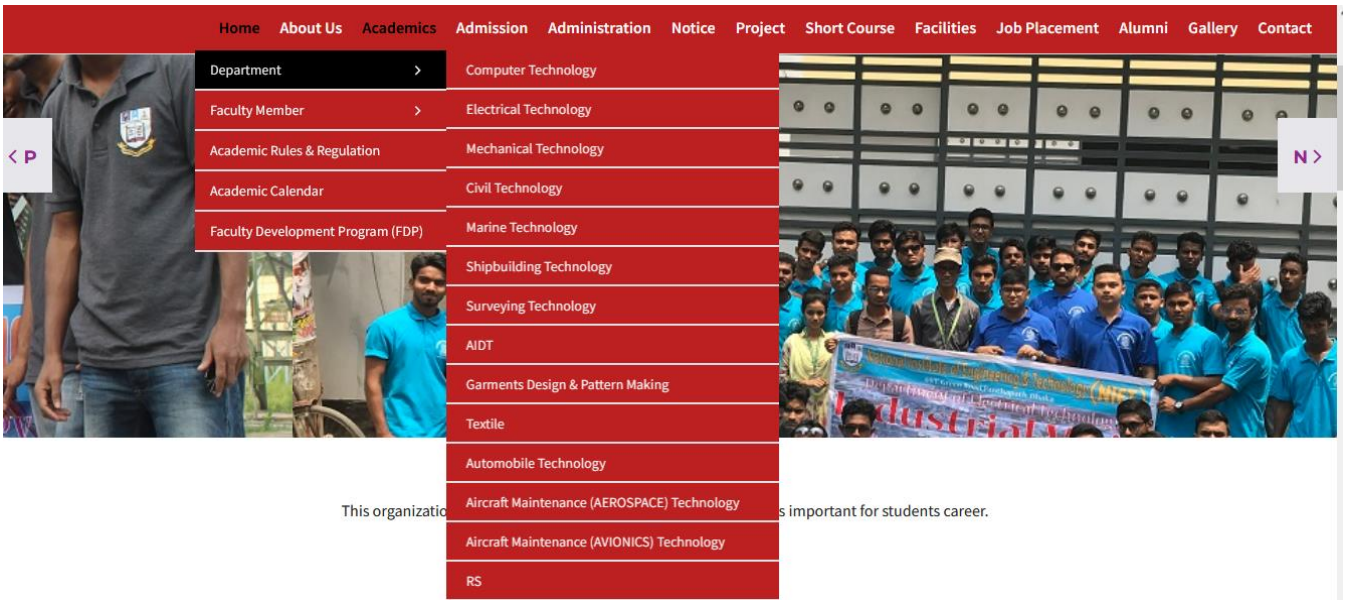
Chapter-02

Company Profile

2.1 Company Profile

The **National Institutes of Engineering & Technology** (**NIET**) are the private and government-approved-public technical institutes BTEB of Ministry of Education, government of Bangladesh. **An Act to reorganize, regulate and control Technical Education in Bangladesh and to constitute a Board**, which declared them as institutions of national importance and lays down their powers, duties, and framework for private.

In 2020, National Institutional Ranking Framework ranked four NIET in the top 450 in private engineering polytechnic. The language of instruction is English and Bangla at all these programs. As of 2022, the total number of seats for undergraduate programs is 1100 with 16 categories technology



2.2 Mission

Our Mission is to be the best technical institute at serving nation by teaching engineering knowledge, training and ensuring standard technical knowledge to the students for dynamic and local, global careers.

2.3 Vision

Our Vision is to produce creative and technically strong Diploma in Engineering engineers to meet the local and global challenges.

2.4 The objectives of the company are given below:

- To build the institute as a Center of excellence in teaching and learning with Technical and vocational education performance and accountability from all support activities.
- To be the best institute for technical education by ensuring standard teaching method.
- To enhance the institute standing as the institute of choice for students across the country.
- To talent cultivate which new ideas, research and knowledge to emergence of creators, innovators, leaders, and entrepreneurs and high skills industrial profession and leader.
- To talent cultivate through a continuous process so that the students qualifying from the institute have the top rating in Job fields and industry.
- To promote extra-curricular activities for over-all personality development of the students.
- To develop responsible citizenship through awareness and acceptance of ethical values.

2.5 Strategy:

2.5.1 Stiff price competition from the competitors

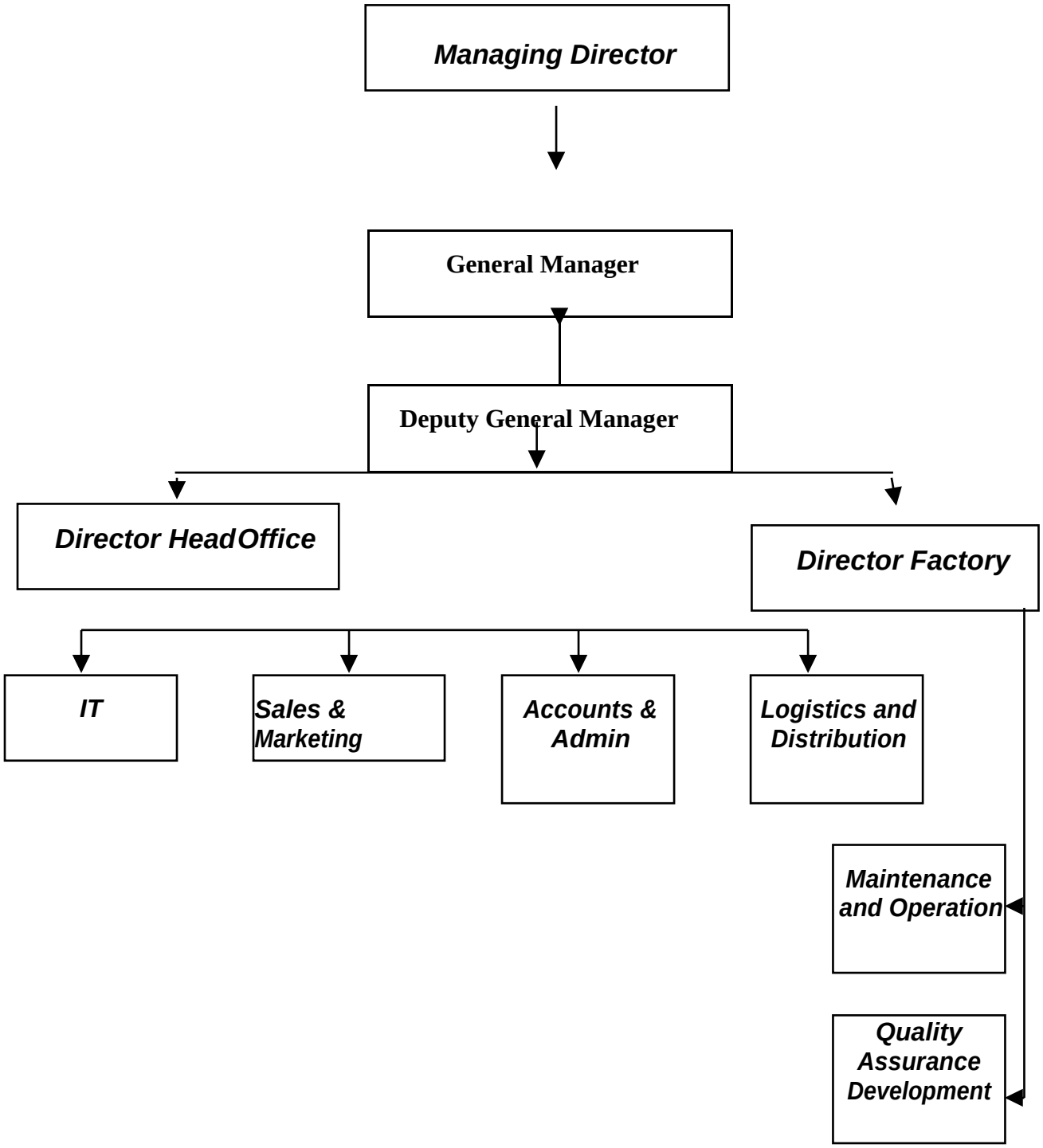
2.5.2 Emergence of new players in the industry

2.5.3 Emergence of large conglomerates with substantial capital investment capabilities.

2.5.4 Rising levels of duties on imported components and raw materials.

2.5.5 Increasing level of price of energy

2.5.6 Increasing levels of marketing communications requirements in order to reach potential target audiences.



2.6 Figure: Management Structure

Chapter-03

Literature Overview

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 is 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".

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

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 profit sharing.
- Management development, orientation and training.
- Career planning
- Employee counseling

3.3 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.

Job Analysis

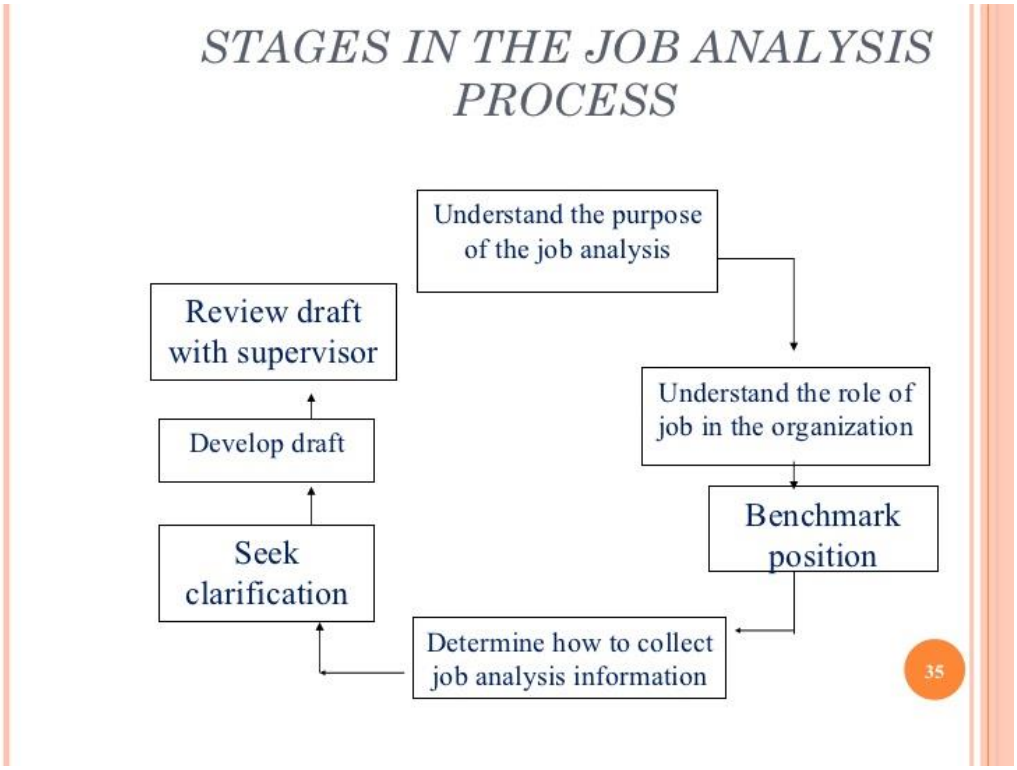
The right start for recruitment effort is to act a job analysis, to document the actual or proposed requirement of the job to be performed. Job analysis is composed of job description, job evaluation and job specification.

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

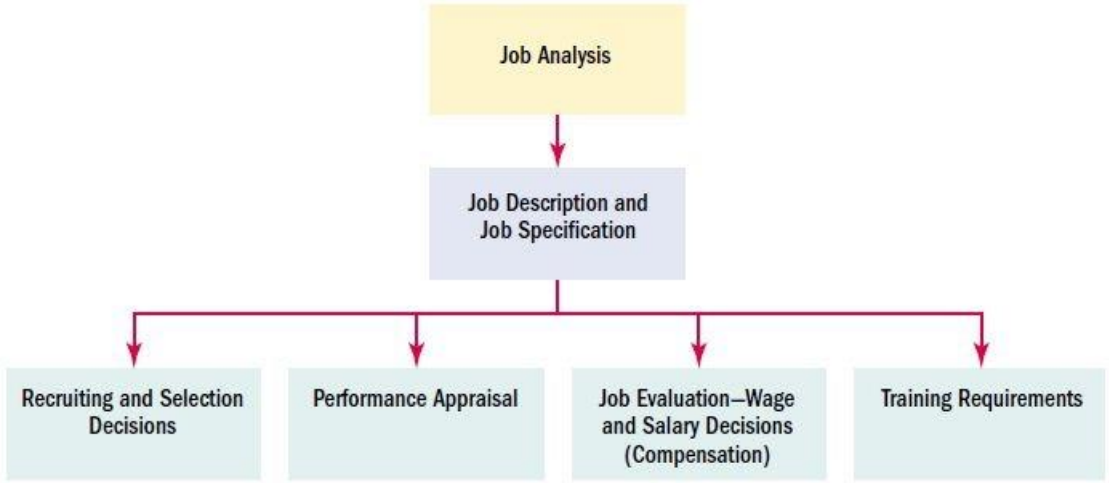
Job analysis is done by using two approaches one is work oriented is approach and second one employee oriented approach

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 Dairy/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 containing 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 advertisements is,

- 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 believed to propose positions to candidates of a higher level.
- **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 and externally

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 suitable employees.
- 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.

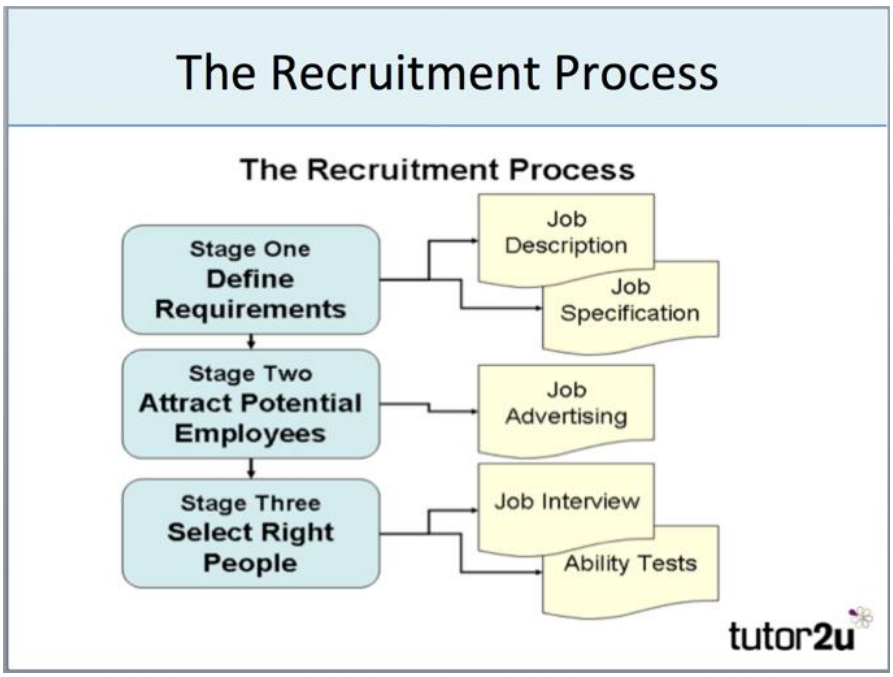
Selection: Selection is a process of selecting new candidates who got the relevant skill and knowledge to fulfill the jobs in an organization. The basic reason is to hire the qualified candidates who have the ability to perform the job successfully. After the recruitment process is over selection process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

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 candidate 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

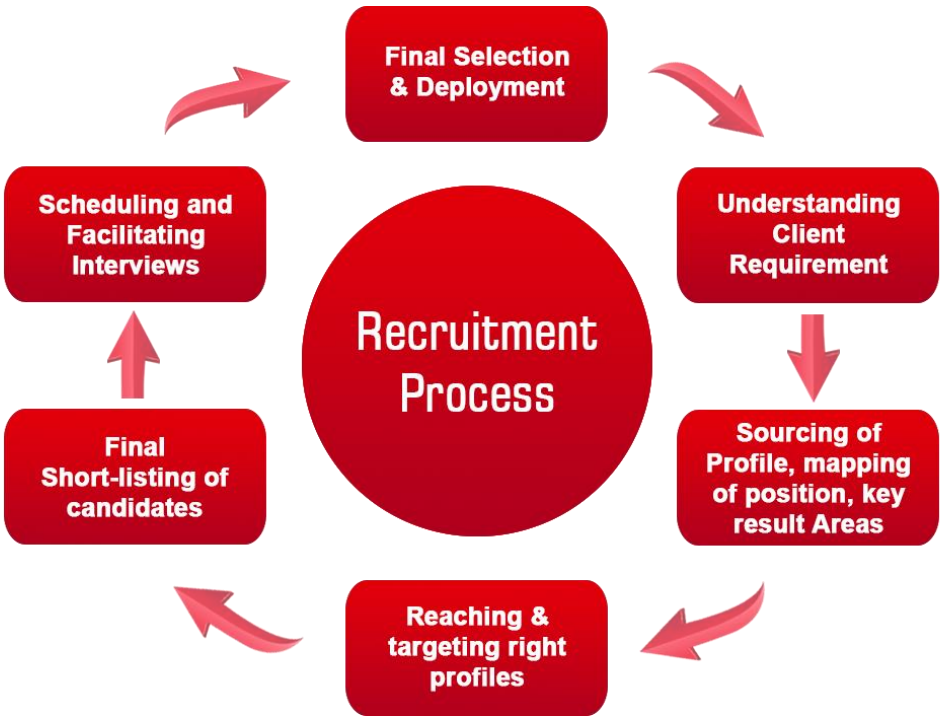


Figure1: Recruitment Process

Chapter-04

HRM Practices of National Institute of Engineering &Technology (NIET).

Overall HRM Practices of National Institute of Engineering &Technology (NIET).

HRM is a process of planning, organizing, directing and controlling the functions of obtaining, maintaining, developing and encouraging a labor force.

Human resource management process is described below:

1. **HR Planning**
2. **Requisition**
3. **Selection**
4. **Orientation training**
5. **Appraisal**
6. **Evaluation**
7. **Benefits**
8. **Compensation**

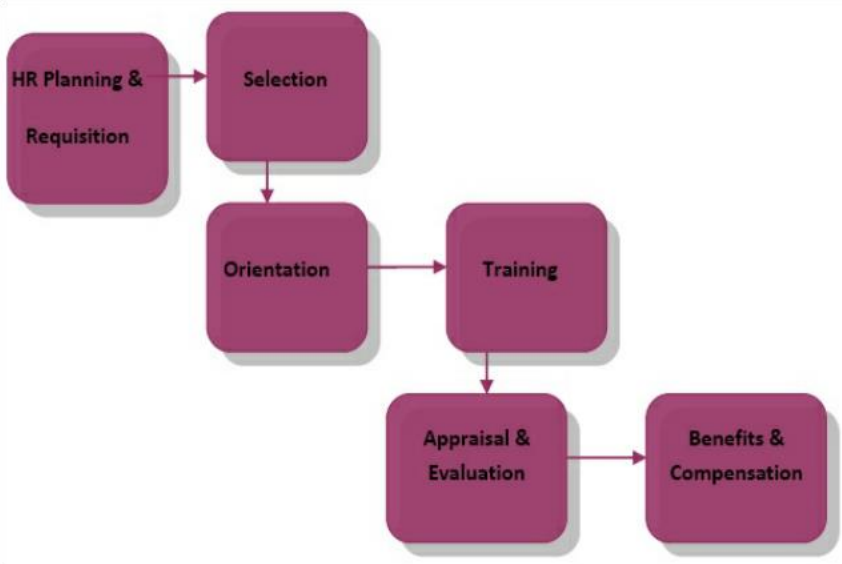


Figure 4.1: HR Management Process

Human Resource Planning inbelow:

Every organization has employment Planning. NIET 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.

Best Electronics 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, NIET offers a place where you can perpetuate to excel. In NIET 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 NIET-

- 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 and do not discriminate on the basis of race, sex, religion or community.

Current recruitment system of NIET:

A responsibility for recruitment customarily NIET's 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 National Institute of Engineering &Technology (NIET). are given below:

- Need Assessment
- Defining the position description
- Checking the recruiting options
- Advertisement
- Screening and short listing applicants

- Written test
- Selection interview
- Employment decision
- Pre-employment medical check up
- Offer letter
- Orientation or Induction
- Placement
- Follow up

Source of Recruitment utilized by NIET:

NIET 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 Best Electronics 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 National Institute of Engineering &Technology (NIET) to collect CV of potential candidates. NIET 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 NIET identify, the company endeavors to magnetize the 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:

Best Electronics 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

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.

Offering the role:

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:

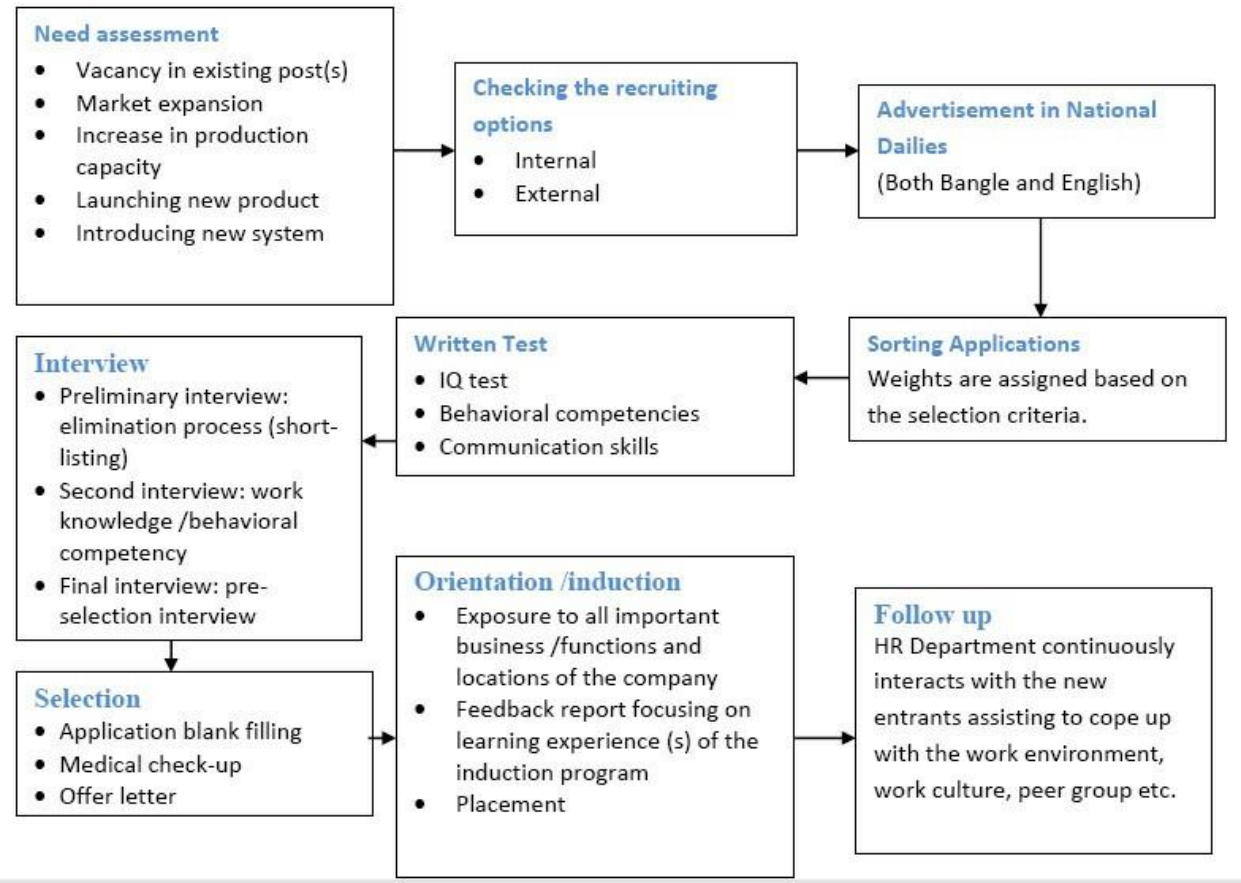
The verbal offer is the role to the candidate has given once the medical and reference checks that have been effectively completed. The discussion should cover the following:

- ✓ 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.

Summary of the Recruitment and Selection Process of Best Electronics



Chapter-05

Findings & Recommendation and Conclusion

Findings

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

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

- 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.

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

- HR division of NIET 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.

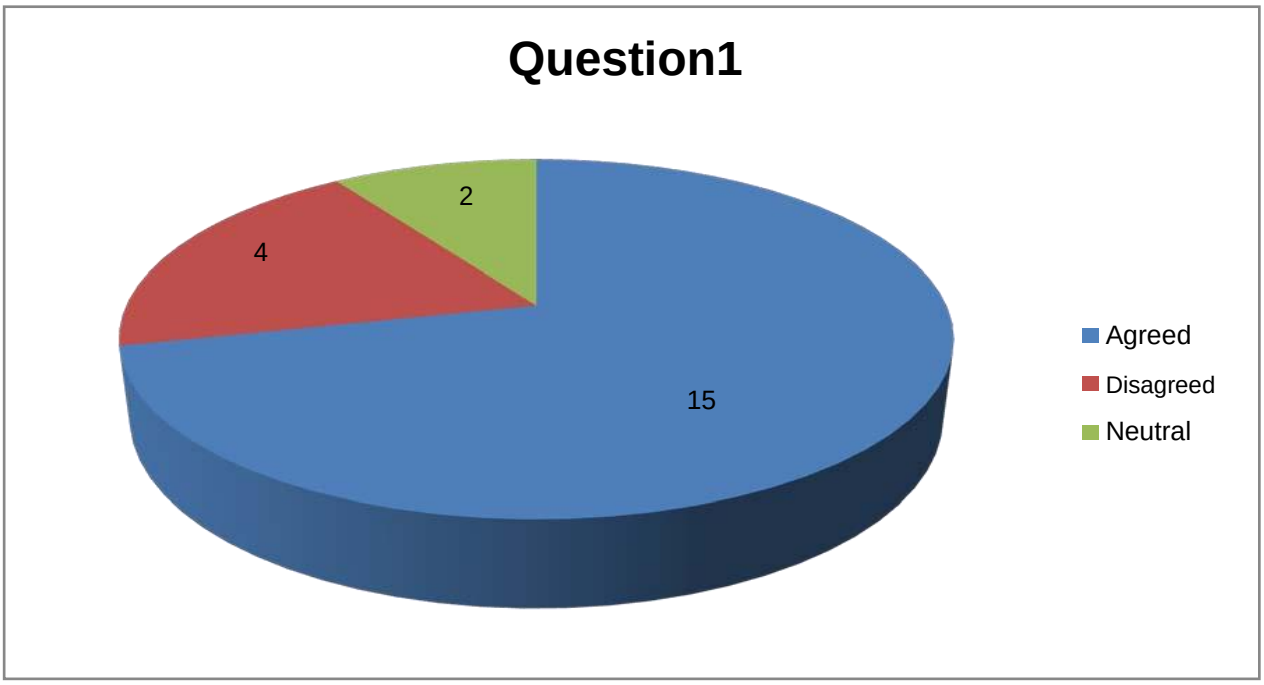
Recommendations

In NIET I collect the realistic knowledge of human resource management. Though it is my first experience, I collect some errors by discussing the HR personnel. So I would like to recommend about those errors as follows.

- Recruit well-organized human resource in HRD to lessen the work pressure.
- HR should response to the unsuccessful candidates after the interview.
- Online recruitment and selection process is not progressed. It must be improved.
- 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

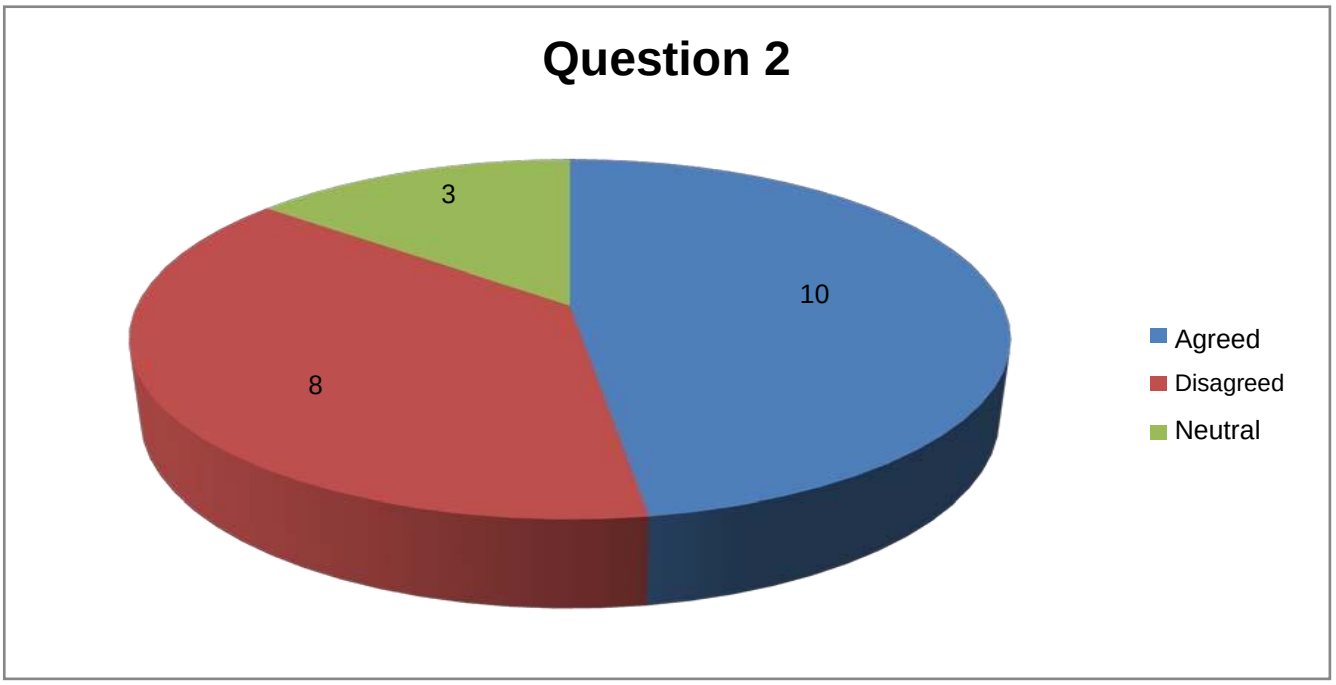
Home appliance Industry has developed in Bangladesh at a significant rate. This industry consistently engenders job opportunities for highly skilled people. Companies are either directly or indirectly contributing largely towards raising the standard production. As one of the leading air conditioner manufacturer National Institute of Engineering &Technology (NIET) plays a very important role in the industry as well as in the national financial system. To be prosperous, persistent involvement and dedication of the organizations human resource managements is very much needed. To compete in the international as well as in local markets in undesirable situation the HR managers work has become much more complex in today's ever changing business environment. Developing plans in a dynamic situation demands significant analysis of the situation and strictly adhering to the core principal of the organization. National Institute of Engineering &Technology (NIET) are decentralized organization and core values are esteemed by everyone within the organization, operating in dynamic situation is more facile than it seems. In this report, I have given my best to recognize Recruitment & selection procedures utilized by National Institute of Engineering &Technology (NIET). What and how they recruit & select their employees. In this report, simply my acquired knowledge from HR course and endeavor to fulfill with the techniques formula and systems followed by the company. The company in this industry should focus on quality product and quality accommodation to take this industry towards further prosperity.



Question 1: NIET clearly define the position objectives, requirements and candidate specifications in the recruitment process :

Before any job posting it is highly needed to clarify the position objectives, candidates' requirements and specifications for any organization. So that candidates can get a guideline to apply for that particular position.

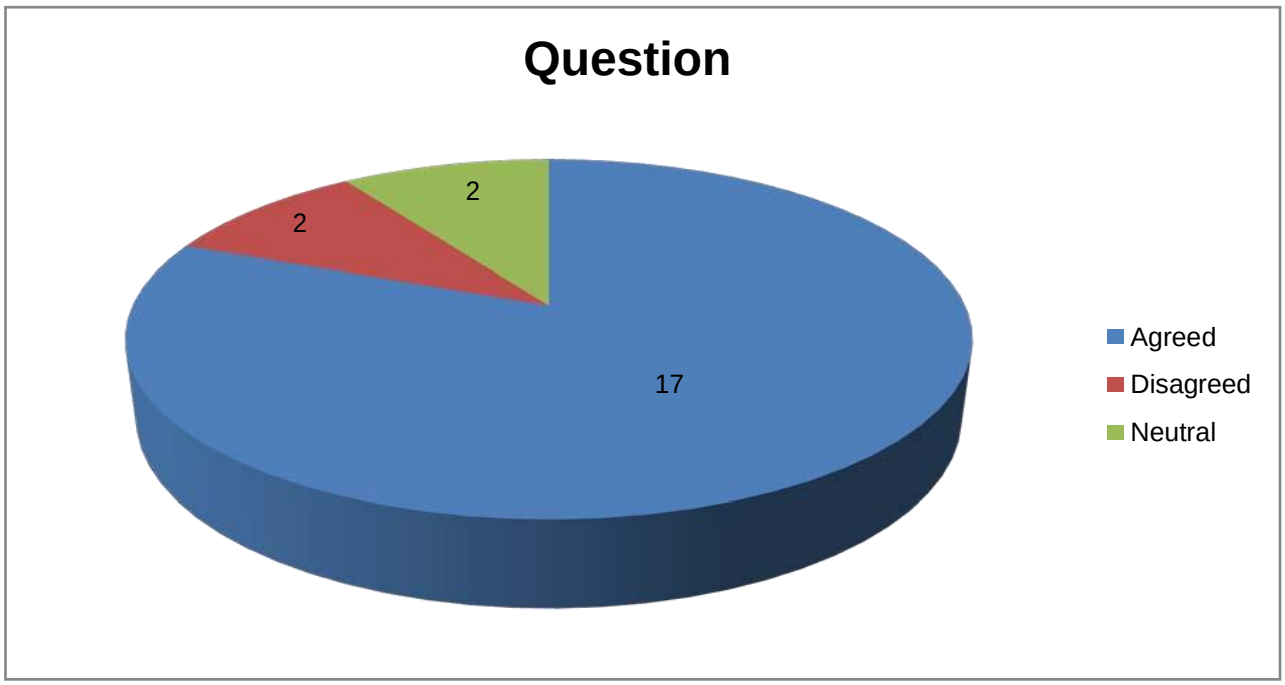
From the survey result it is very clear that, NIET clearly define the position objectives, requirements and candidate specifications in the recruitment process as 15 of 21 respondent agreed with the statement 4 of 21 person doesn't agree with that statement and 2 people remain neutral about this matter.



Question 2: The organization is doing timeliness recruitment and selection process :

Employers must consider all applicants in a timely manner. Timeliness is an important ingredient. Employers who delay reviewing applicants' resumes or who are slow to respond to applicants risk having their applications denied.

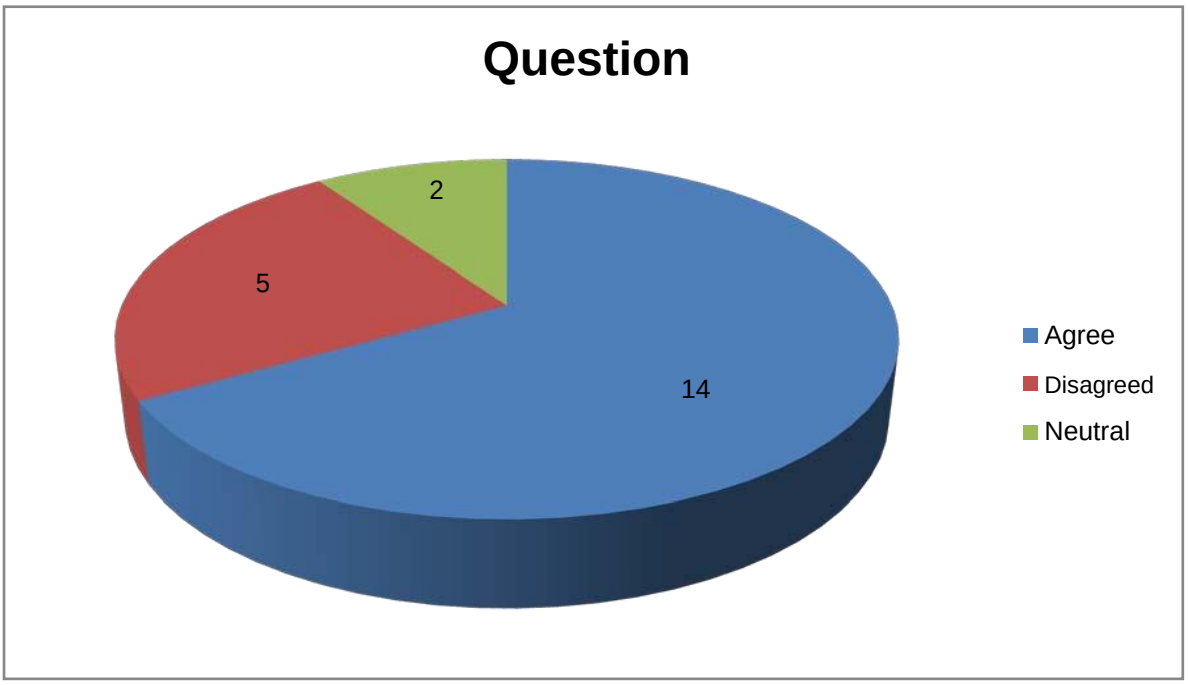
Survey result shows that, NIET does timeliness recruitment and selection process as 10 of 21 people agreed with the statement. On the other hand sometimes they failed to maintain the timeline as 8 of 21 people which means 38% total population does not agree with the statement.



Question 3: Do proper Job Analysis before Selection Process begins:

Every organization has jobs that need to be staffed. Job analysis is a procedure through which organization determine the duties of any positions and the characteristics of the people to hire for them. A job analysis will lead to information that will be used to write job descriptions and job specifications.

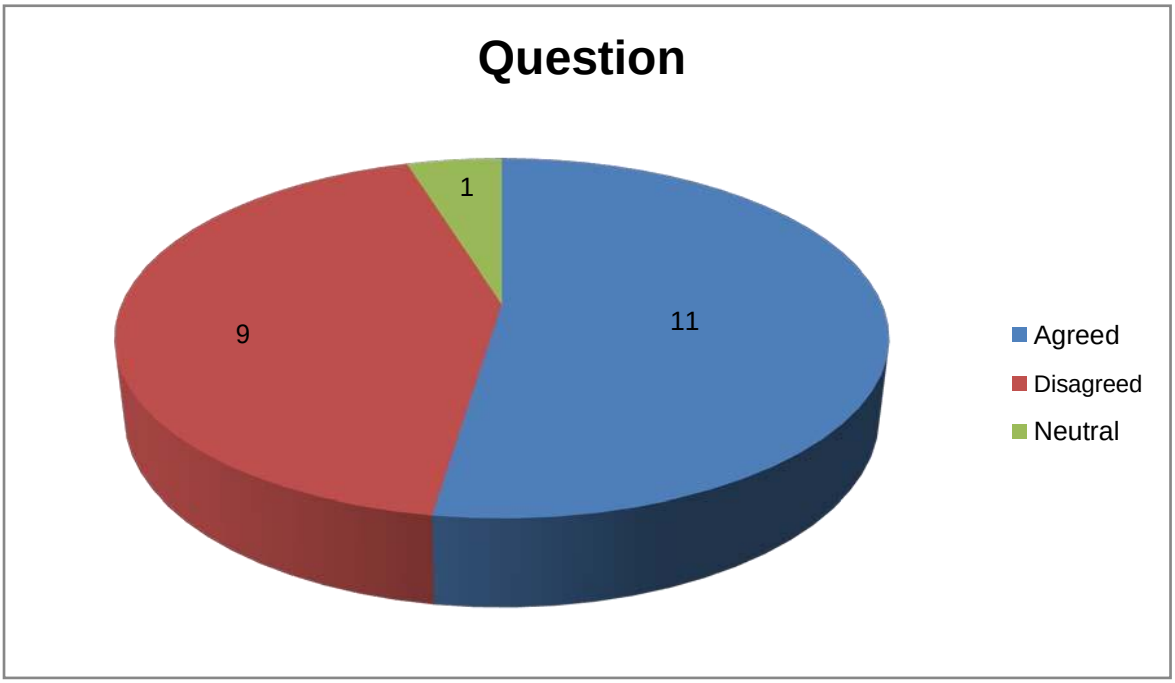
Keeping the above idea in mind survey shows that NIET group does proper job analysis for each position before any selection process begins. From the data we can understand that 17 of 21 people agreed with the statement, where a few disagree with the statement.



Question 4: Job Responsibilities and Job Description are clearly defined to the candidates:

A job description typically outlines the necessary skills, training and education needed by a potential employee. It will spell out duties and responsibilities of the job. All employees like to know what is expected of them and how they will be evaluated. Job descriptions can also be a great value to employers.

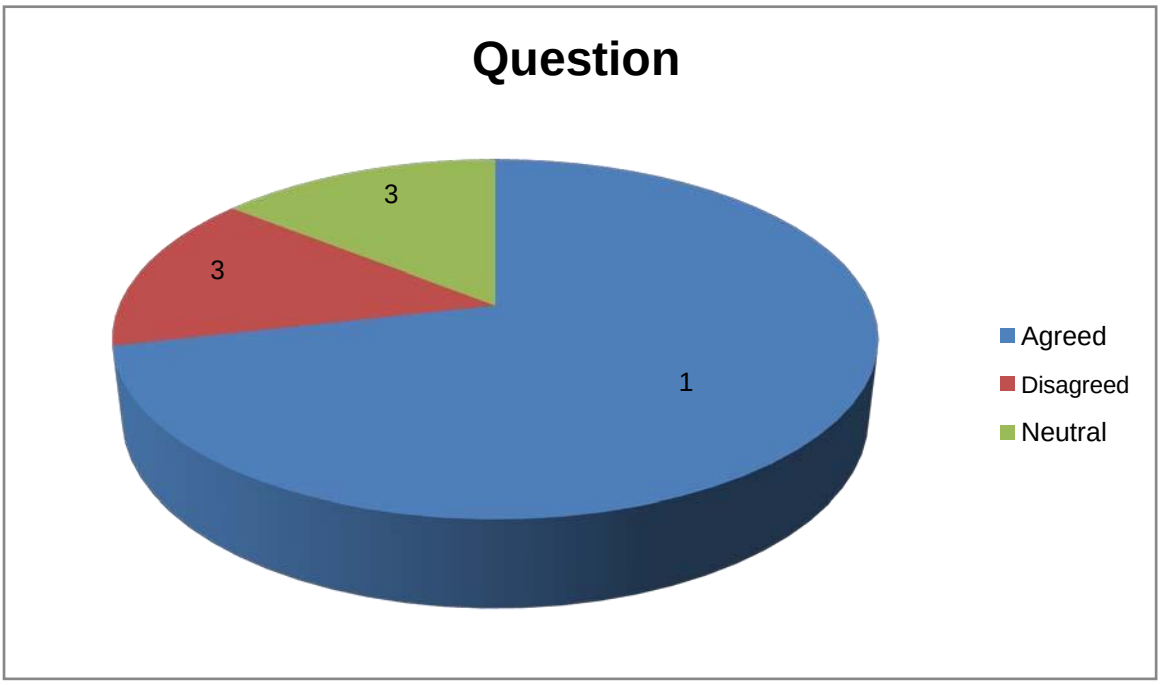
From the survey it is very clearly stated their, job responsibilities and job description are clearly stated to the candidates. 66.67% respondent (14 of 21 people) agreed with the statement.



Question 5 : Provide an adequate pool of quality applicants:

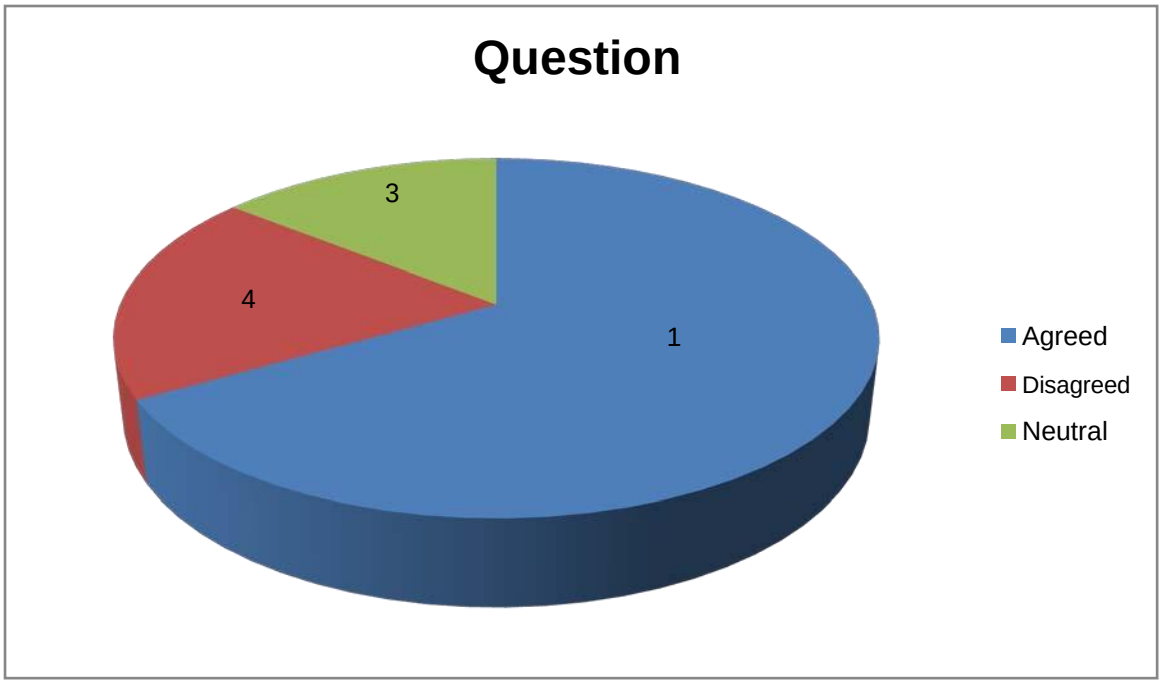
For any HR department it is very important to create an adequate pool of quality applicants. NIET Recruitment department always try to provide an adequate pool of quality department. As NIET is a large and growing organization so they are facing understaffed problem .So for some department of the organization believe that HR are providing adequate pool of quality applicants. On the other side some of the department facing inadequate candidates.

Survey says that 11 of 21 people agreed with the statement and 9 of 21 disagreed with the statement.



Question 6: The Resume screening and Short listing method used by the organization is satisfactory:

For resume screening and short listing method NIET uses latest technology and procedure. From the survey I got 15 of 21 people who are satisfied with resume screening and short listing method used by the organization. That means 71.4 % of the sample population agreed with the statement. Three people remain neutral and three disagreed with the statement.


Question
3
4
1
Agreed
Disagreed
Neutral

6.2References

- http://www.niet.edu.bd
- http://www.niet.ac.bd.
- Human Resource Management-Gray Dessler(10th edition)
- H John Bernardino, Human Resource Management,4th edition, Mc Graw Hill, 2007.
- "How to Find Recruiters in Your N iche". Wall Street Journal. Retrieved2012-08-03.
- http://www.uc.edu/News/NR.aspx?ID=4226
- http://202.74.246.117:8181/niet_erp/
- http://www.niet.edu.bd/
- https://www.facebook.com/NIETPage/
- https://www.techtarget.com/searchhrsoftware/definition/human-resource-management-HRM
- https://www.whatishumanresource.com/human-resource-management

- Prospectus of NIET Polytechnic.
- Various files and documents of NIET Polytechnic.
- NIET Polytechnic Training Manual Term Papers.
- Newspapers.
- Corporate Profile, 2016.