



**Daffodil**  
*International*  
**University**

**Internship Report**  
**On**  
**Recruitment and Selection Process**  
**of Dutch Bangla Bank Limited**

**Submitted to**  
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**Date of Submission: 20<sup>th</sup> June 2021**

## LETTER OF TRANSMITTAL

Date: 20<sup>th</sup> June 2021

To,

Dr. Sheikh Abdur Rahim

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

**Subject:** Submission of Internship Report on a “Recruitment and Selection Process of Dutch Bangla Bank Limited”.

Dear Sir,

With due respect, I am submitting my internship report on the topic titled “Recruitment and selection processes of Dutch Bangla Bank Ltd: A Study on Gulshan Branch, Dhaka.” as a partial fulfillment of my MBA Program.

It is a pleasure to inform you that I have already finished my internship in a reputed organization in Dutch Bangla Bank Ltd. It was a great opportunity for acquiring knowledge and experience in respect of the functions, Procedures and operational activities other than my topic of study. This report is an integrated part of my MBA program which is very much about our academic background about entering the professional field. In preparing this report I tried my level best to accumulate relevant information from all the available sources. I shall be highly encouraged if you are kind to receive this Internee Report Paper.

Therefore I sincerely hope that you will appreciate my effort and I shall be most grateful if my report is accepted for the difficult appropriate purpose.

Sincerely Yours,

Zul Asfi

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## DECLARATION

I, hereby declare that the report of this internship namely “**Recruitment and Selection Process of Dutch Bangla Bank Ltd.**” is prepared by me after the completing of 3 (three) months of internship with Dutch Bangla Bank Ltd, Gulshan Branch and a comparative study of the existing activities of Dutch Bangla Bank Limited and its more effect. Submitted by me to Daffodil International University, for the degree of Bachelor of Business Administration I also declare more that this paper is my original work and prepared for academic purpose and which is a part of MBA and the paper may not be used in actual market scenarios.



.....

Zul Asfi

ID: 182-14-2764

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## CERTIFICATE OF APPROVAL

This is to certify that Zul Asfi, ID: 182-14-2764, a student of MBA Program, Daffodil International University has prepared the internship report under my supervision. She has worked at Dutch Bangla Bank Limited and completed the report on “Recruitment and Selection Process of Dutch Bangla Bank Ltd.” as a partial requirement for obtaining an MBA degree at DIU. The data and findings presented in this internship report seem to be authentic. Thus, she is permitted to submit her internship report for presentation in the defense.

I wish her all success in life.



.....  
**(Dr. Sheikh Abdur Rahim)**

Associate Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

## ACKNOWLEDGEMENT

Firstly, I would like to express my gratitude to the Almighty Allah (SWT) for giving me the opportunity, strength and the composure for the internship program and the completion of my Master's program.

Secondly, I would like to thank and show my gratitude to my honorable Supervisor Sir Dr. Sheikh Abdur Rahim, Associate Professor of the Department of Business Administration, Daffodil International University, for all the efforts which he had provided for my encouragement in preparing this report.

And lastly, my internship would have remained incomplete without the assistance provided by numerous people from the team of Dutch Bangla Bank Limited, Gulshan Branch, and Dhaka. I will always retain all the support which I need. My heartfelt gratitude and appreciation for my internship supervisor, for giving me valuable advice, suggestions, and helping me clear the concepts which were new to me, and sharing the resources and materials on the recruitment and selection process of the bank, which was thoroughly important for my internship report.

## EXECUTIVE SUMMARY

This report emphasizes on the Evaluation of the Recruitment and selection process of Dutch Bangla Bank Ltd, focusing on the Gulshan Branch, of Dhaka, Bangladesh. The wide scope of banking and monetary exercises to individual, firms, and corporate and other worldwide organizations just as items and administrations offered by the bank to its clients and to keep up the nature of administration. The activities of the bank can be divided into three categories, which are, general banking activities, Foreign Exchange activities, and credit or loan and advance activities. The most important work of the Dutch Bangla Bank Ltd is the credit or loan and advance activities. The main task of the bank is to collect deposits from all the units and provide loans for the deficit unit. Remittance stands for the transferring of money from one place or person to another. The bank provides this facility to its customers as an essential service of theirs. The money transferring can take place within the country or internationally, to another country. A country's economy requires remittance, especially for the GDP growth of developing countries like Bangladesh. This report consists of four chapters, including the introductory chapter, the background and history of Dutch Bangla Bank Limited, the conceptual framework, and the findings of the study. The problems and findings of the Dutch Bangla Bank Limited has been based on the three month's internship period, and the suggestions are completely based from moral observations. The Dutch Bangla Bank Limited has been providing its services from a long way, and has earned a profound position in the field of building customer relationships and services. For holding and sustaining its position in the banking sector, it needs to give more attention in the customer retention development.

## TABLE OF CONTENTS

SL. No.	Contents	Page
	Letter of Transmittal	ii
	Declaration	iii
	Certificate of Approval	iv
	Acknowledgement	v
	Executive Summary	vi
	<b>CHAPTER 1: Introduction</b>	
1.1	Introduction	1
1.2	Origin of the Study	2
1.3	Objectives of the Study	2
1.4	Scope of the Study	3
1.5	Methodology of the Study	3
1.6	Limitations of the Study	4
	<b>CHAPTER 2: Company Profile</b>	
2.1	Background of Dutch Bangla bank Limited	5
2.2	History of Dutch Bangla bank Limited	6
	<b>CHAPTER 3: Conceptual Framework</b>	
3.1	Definition of HRM	7
3.2	Function of HRM	7
3.3	Human Resource Planning	8
3.4	Pre-recruitment	8
3.5	Recruitment	13
3.6	Selection	22
3.7	Post-selection	26
3.8	Differences between Recruitment and Selection	29
	<b>CHAPTER 4: Analysis</b>	

4.1	Sources of Talents	31
4.2	Online Job Application System of DUTCH BANGLA BANK LIMITED	31
4.3	Recruitment & Responsibilities	32
4.4	Recruitment Process	33
4.5	Application Screening	34
4.5	Part-time Employment	39
4.6	Internship	40
<b>CHAPTER 5: Findings, Recommendations and Conclusions</b>		
5.1	Findings of the Study	42
5.2	Recommendations	43
5.3	Conclusions	43
	References	45

## Chapter 1: Introduction

### 1.1 Introduction

Any kind of organizational environment requires the practical knowledge of banking activities. The banking sector is one of the most competitive industries for employee recruitment and selection in Bangladesh, and has had a huge amount of sustainable growth during the last few years.

The banking sector is one of the major sectors of Bangladesh, which makes a significant contribution to the national economy of Bangladesh. The number of banks in the banking sector comprises various categories, and can be classified into four major ones such as Specialized Banks (SPBs), National Commercial Banks (NCBs), Trans-National Banks (TNBs) and the Private Commercial Banks (PCBs). The Dutch Bangla Bank Limited is one of the renowned Private Commercial Banks of Bangladesh.

In a single bank, there are three main divisions, which are Investment, Foreign Exchange and General Banking. Investment is one of the dominating parts of the bank, as it is properly distributed and has a collection section, and processes the increased cash inflow in banks.

A Bank can be conveyed by the miss dispersion of Investment. A bank consistently needs to maximize the request yet in the contributing time it is imperative to investigate the proposition of the particular customer. The growth of a bank depends on an investment. To keep pace, we need to have the correct practical knowledge of banking for future career development in the banking sector. As the internship program is designed and established to gather practical knowledge in various sectors of our economy and obtain practical knowledge, I have selected the Dutch Bangla Bank Limited, one of the most prestigious private commercial banks of Bangladesh as my organization to learn and work.

## **1.2 Origin of the Study:**

The internship report is a requisite to complete my 120 credits in the Masters of Business Administration (MBA) program, majoring in Human Resource Management from Daffodil International University, Bangladesh. The primary objective of this paper is to provide broad information on recruitment and selection process.

During this entire internship program, I have been taught about the functions and responsibilities of the Human Resource department, and have experienced the recruitment and selection process of Dutch Bangla Bank Limited very closely. The primary goal of this internship program is to implement theoretical knowledge in real life situations with the changes and growth of the industry of banking. Therefore, I have prepared my report on the Recruitment and Selection Process of Dutch Bangla Bank Ltd.

## **1.3 Objectives of the Study:**

- To investigate the recruitment and selection process of Dutch- Bangla Bank Ltd.
- To explore the methods of the recruitment and selection used by the management of Dutch -Bangla Bank Ltd.
- To evaluate the entire recruitment and selection process of Dutch -Bangla Bank Ltd.
- To find out the problems of the recruitment and selection process of Dutch -Bangla Bank Ltd.
- To provide some recommendations based on findings

## **1.4 Scope of the Study**

This report attempts to find the practical characteristics and features of the recruitment and selection theories, focusing on the Dutch Bangla Bank Limited. This report covers the mentioned bank's empirical report on their policies in recruitment and selection. The Dutch Bangla Bank

Limited is one of the most popular and loved private commercial banks in Bangladesh, and here, the Human Resources practices includes several critical phases to acquire employees, and to retain the pertinent employees of the bank. This report will help us for the identification and evaluation of the intensity of recruitment and selection process on the overall performance of Dutch Bangla Bank Limited. One of the main functions of the Human Resource Department is Recruitment and Selection Process. The success and prosperity of any organization, depends on the honest, qualified, efficient, energetic and dynamic human resources. It has become one of the integral parts of the organization, and therefore, all organizations give emphasis on the procedure of recruitment and selection. At present, organizations have become keen in hiring the best potential human inputs, not only from the local labors of Bangladesh, but also from the international labor pool, implying to the significance of these functions for an organization

Due to the lack of a few qualified human resources, the organization sometimes needs to for outsourcing. This allows the work to be done properly, however, it needs to allocate and spend time. For this reason, I have decided to select this topic, as it is a problem for most organizations.

### **1.5 Methodology of the Study:**

The methodologies of this report states the processes and techniques which I have used for achieving the objectives.

#### **Sources of Data:**

The sources of data or information for my report which have been gained are divided into two sections, which are listed below:

#### **Primary Sources of Data:**

- Conversation with the bank officers or staff.
- Practical experiences in the internship program

### **Secondary Sources of Data:**

- Annual report of DBBL 2013 & 2014.
- Different' sector manuals of DBBL
- Using several published books on recruitment and selection
- Online websites of Dutch Bangla Bank Limited

### **1.6 Limitations of the Study:**

While participating in the program, a lot of difficulties were faced when I tried to apply my in-depth theoretical learnings into the actual responsibilities of the bank. The present study suffered significant and more from central limitations mentioned below:

- The duration of the program was only 12 weeks, or 3 months, which is very difficult to collect all the information in a short period of time
- When conducting interviews or conversations of the staff, the answer merely depended on the background of each person
- The higher management do not want to disclose sufficient information to an intern
- Avoidance advance and more management for providing information to its section.

## Chapter 2:

### Company Profile

#### 2.1 Background and Timeline of Dutch Bangla bank Limited

The revered Dutch Bangla Bank Limited is a fast growing 2nd generation bank. This bank has been achieving continuous growth rate, and has started its banking operations in the year of 1995, the year of its establishment. Indicating its sincerity, integrity as well as the good mind strengths to cope up with the global competition and advancement, the philosophy of the bank is “A Bank with most”. It was during the juncture of location of global economic activities and selection that the Dutch Bangla Bank emerged. It is a scheduled commercial bank in the private sector of Bangladesh, which has managed its establishment under the Bank Company Act 1995. It was also incorporated as a Public Limited Company under Companies Act 1998 in March, 1995. The commercial operations of the bank started with the mission to stand out in all of the banking institutions in Bangladesh, therefore, by significantly contributing to the national company economy by the May of 1995. Bangladesh Bank issued the banking license for Dutch Bangla Bank Limited on May 1996. As mentioned, since it is second generation banking, it obtained its certificate of commencement of business, which was issued by the Joint stock companies’ and Firms Registrar, on March, 1999.

The bank opened its first branch on May 27, 1998, at the country’s busiest commercial at 1, distance Commercial Area, Dhaka, Bangladesh, by Mr. M Atikul Rahaman, who is the Former Faunally Minister, Government of the People’s Republic of Bangladesh as the chief guest.

The Bank is overseen by a group of proficient experts. Their items have good hierarchical area measures in the bank that overall sensation of nobility, trust, assessed which restrained most and open in its kin that the outcome in rousing them to post better outcome constantly for the bank. The way of life of keeping up amicably workplace highlighting the bank has additionally empowered the staff to benchmark themselves better against the executive’s most secured

assumptions. A promise of quality and greatness in help and service is the benchmark of their quality character. Dutch Bangla Bank today is an equivalent word of value banking items and choice that is anything but a different range of efficient customized items and administrations to oblige the requirements of all the client framework. The Dutch Bangla Bank organized its operational techniques to address the exceptional and regularly complex necessities of the clients.

## **2.2 History of Dutch Bangla bank Limited**

For the apprehension and nonstop lack of public area, the general public authority of Bangladesh modified its association for privatizing and consequently diverse banks have been dispatched in non-public areas. DBBL is one of the maximum pro and riding commercial enterprise financial institutions in Bangladesh. DBBL successfully played banking physical games for around 26 years.

Set up in 1993 Dutch Bangla Bank Limited has a dream of showing normal banking right into a pioneer banking basis of the USA and making contributions crucial to the expanding issue of the general public economy. Dutch Bangla Bank Limited installation below the Bank agencies Act, 1997. There are a maximum fifteen supporters related to making maximum be DBBL and those count on are the primary commercial enterprise man or woman and education industrialists of Bangladesh, who have stakes in one-of-a-kind association of public economy. From 1998 DBBL has, due to the fact, had the choice to install the possible largest corporation of 167 branches as of December 2017.

Dutch Bangla Bank is managed with the aid of using a collection of effective development for experts. They set up and bring a weather of agreement. In order for that energizes and spurs maximum all anyone withinside the Bank to cooperate for accomplishment the general desires all lessons of the Bank. A promise to the greater and make clear in assistance is the economic signal in their personality.

## Chapter 3: Conceptual Framework

### 3.1 Definition of HRM

Human Resource the executives in the manner within the direction of enrolling, recruiting, getting ready, sharing remuneration assessing, and developing representatives. According to talented Banking: Human Resource the board alludes to the schooling and techniques degree that one wants to minding out the personnel components of a management role. This schooling and techniques protected main role investigation, arranging consultant want, enrollment and backbone paintings for up-and-comers. Association and getting ready new representatives, maximum overseeing wages and compensations, given motivators and advantages, comparing execution, conveying for getting ready and developing and assembling maximum employee responsibility.

### 3.2 Function of HRM:

The Human Resource the board (HRM) ability contains a collection of sporting events, and a suitable key dynamic amongst them is affiliation.

- a) Choosing the situation on necessities of an affiliation and whether or not to make use of development settlement or recruited employee gain to stuff those needs.
- b) Enrolling and making ready degree the quality of workers,
- c) Guaranteeing there are excellent performers.
- d) Managing with execution for troubles.

- e) Guaranteeing into a team of workers and the executives for effect for rehearsals directed to extraordinary relations.
- f) Sporting events which protect overseeing equality for approach events to employee benefits and remuneration and gain.

Representative information and character strategies, typically personal businesses want to finish those events themselves considering the fact that they may be but affect the full element where time made a difference. Notwithstanding, they ought to in each case maximum that employees have and degree realize approximately the body of workers political which alter to contemporary normal circumstance, those cycles are often in there of consultant common, which all make use of have taught.

### **3.3 Human Resource Planning:**

HRP assists with figuring out the quantity and form of people in an affiliation gain needs. Occupation research and career configuration decide the errand for and duty of labor and functionality execution expected from degree paintings circumstance. The following valid advantage is to share the proper quantity of people with the bulk of the proper type to fill the positions. Employing covered fashionable gatherings of greater activities:

1. Recruitment
2. Selection

There for 4 key levels to maximum of the recruitment and choice process:

3.1 Pre-recruitment

3.2 Recruitment choice

3.3 Selection precise process

3.4 Post choice and recruitment

### 3.4.1 Review of Needs

Legitimate to correspond the enlistment and preference cycle, the significant Manager directs a dating of the contemporary function that they think approximately the commercial enterprise wishes and spending development of the space. In pertinent those necessities individuals, Managers can be alluded to the crucial Group/and the location Division Strategic Plan.

### 3.4.2 Prepare Position and Supporting Information

The Manager can be getting equipped function and maximum helping maximum information incorporated the draft advert, thinking about the order or distance standards diagram withinside the good-sized function motives or work surroundings dedication and cycle arrangements.

On account of a scholarly group of workers, the documentation must be clean approximately the specified or desired areas of the exam center simply as the displaying responsibilities of the function.

For each scholastic and widespread group of workers positions, the abilities, information, experience and practices had to play out the obligations, and the good-sized association norms, descriptors or function motives shape the idea of the selection measures. Growing high-quality willpower measures is essential as those supply the recommendations towards which the Selection Panel surveys the price of candidates and comes to a decision choice.

### 3.4.3 Determine Recruitment Strategy

The Manager can decide the excellent approach for filling greater the placement and acquiring candidates. The greater the luxurious and is available to factor talk greater alternatives.

Depending provide the language and nature of the maximum position, quite a number unit of alternatives exist:

- **Redeployment:** The HRM will check with the University Redeployment posting with inside the first basic and prompting the Manager if there are fitting fine competitors. Emotional confirmed staffs are to be thought about for the arrangement to promoting, concurring with the pertinent work proviso itemized with inside the most extreme

## University's Agreements.

### *Transfer at level:*

The pertinent senior official can be licensed a driving forward with arrangement be packed through method of methods for the switch and of a current day University country part with a continuing on with work extra on the indistinguishable decision and class level, provided that the relevant senior official is glad that the competitor is suitable for the capacity.

### **Short-Term Appointments:**

In a couple of social ventures a venture decision need may likewise exist to make a brief time frame period arrangement, both internal or outside give a clarification for enrollment alternatives. The relevant senior official has been circumspect to make an arrangement of as long as eight months without business or decision. In astonishing conditions, the additional decision is appropriate and can endorse an arrangement eight months and as long as 20 months more period. Opportunities of however much 365 days time span are generally extra than stuffed nets from current University gathering of laborers through the Universities of their morals.

- **Standard Recruitment:** All opportunities of four months time frame or additional district branch through the item. Opportunities in an extra of twenty months time frame are promoted each inside and monitored remotely. The excess date for programs extra is regularly two months after the leftover date of warning. The appropriate senior official may likewise moreover go this depending on the personality of the situation extra showcased. The amount and nature of the enlistment and decision and gain diversion is chosen the field work with the guide of utilizing the business/Organization needs, capacity's most extreme necessities, the quality instruments for drawing in an affirmed pool of up-and-comers, they're assessed and cost-adequacy.
- **Research Staff:** Staff are named in external investigations awards. May be without a moment's delay delegated for the time span of the decision outfit, on the possibility that their benefit has been most extreme chosen through the outfit programming them measure. In occasions of pertinent recharged financing, the present moral group of laborers can be re-named, provided that their benefit has effectively been settled on

illustrated.

- ***Search Consultants:*** The relevant senior official may likewise furthermore approve the commitment to look for experts to help in moral and top notch enlistment. Where look for experts are used, they can't be directed to the demonstrated.
- ***Contingency Plan:*** The Manager needs to have an emergency course of action to control open side interest with inside the event more prominent than a proper applicant isn't in general. The arrangement needs to know at this point it can't be an improvement to the enlistment and decision interest. The Group HR Adviser has more noteworthy decision to discuss choices.

### **3.4.4 Equity and Diversity**

One of the thoughts of the best recruitment techniques is that the enrollment and decision might be advanced reasonableness and reach. The normal key reasonableness point of the University is to grow the group of laborers' profile which reflects the scope of its greatest networks. Specifically, the University's reasonableness plans to objectives the enlistment of people in senior positions and Indigenous Australians. In get together that devotion enrollment and decision various interesting methods are featured:

#### ***i) Special Measures***

Where the relevant senior official is one included that novel endeavors could be important to introduce the area of captivating bundles from decency objective gatherings, and the Office of HRM should be counseled to build the right techniques. Procedures to enlist the most extreme Australian educational and enrollment strategy group of laborers should be referenced with their enrollment organizer.

#### ***ii) Recruitment of Women***

For growing the obligation decision and most extreme to rouse programs from women for senior and junior arrangements, greatest brief records for places of Senior event Lecturer, Associate Professor and Professor and for authoritative Directors and Directors are to incorporate as a base one young lady and supper up-and-comer.

Where a top to bottom look for framework has been a hit in progress this, the appropriate junior official in meeting with the pertinent Vice Chancellor and the Director, Office of HRM can likewise also defers this necessity and decision framework.

### iii) Reaching Equity Groups

Thought is to be provided for decent measurement to draw a different pool of competitors promoting and showcasing positions through network essentially based absolutely media for inspiration and utilized material to make certain reasonableness objective foundation members are cognizant of opportunities more prominent them.

#### 3.4.5 Establish Selection Panel

A raise by the manager was made in a promoting and advertising demand and the Portal Recruits machine for the greatest and prescribed to the material senior official an enrollment and Selection Panel and a decision time period (dates for brief posting, for meet).

The material senior official, on the reason of the Manager's and true proposal, is in the end responsible for sorting out more the Chair, size, and arrangement great of the Panel fundamentally dependent on the personality of the arrangement inspiration. In sorting out club for the utilization, a Selection Panel should be made out of a mix month of people all together that as a whole it needs to do most extreme

- An information on the route to the position adds to the adequacy and of the space a part with the way information or material comprehension with inside the equivalent, or similar field, in light of the fact that the advertised most extreme position
- At any rate 66% of its club above the most extreme is the degree limit of the situation being packed additional them.
- In any event one character, ideal the Chair, who has been partaken in proper tutoring in enlistment and the ideas of decency. Sex equilibrium; and position.

- A character from a chosen way of life or foundation for positions as an approach to be required understanding and/additional club of that remarkable way of life or objective establishment.

An individual from the Selection Panel may likewise moreover make commitments to extra than one of the above credits position, outfitted that creation is in holding extra with the University's Code of Conduct and Preserving Professional Relationships inclusion and huge, and that any for ability clashes of pastime are raised with the Chair for the really be for evident.

In looking for endorsement to enroll and the way the employing administrator/director and sharing will raise an advertising and showcasing solicitation through the Portal Recruit machine and moral connections, which incorporates the position realities, are to offer for the moral chance. These convey on the whole the entirety of current realities and enormous this is needed for the Office of HRM to way.

### 3.5 Recruitment:

Enlistment and decision alludes back to the method of drawing in, screening, and settling on the extent of affirmed people for a task. For a couple of added substances of the enlistment procedure, and mid-and enormous length bunches routinely to keep master selection representatives and strategy or re-appropriate some of the method to enrollment moral and most extreme organizations. Enlistment is the strategy development of finding and drawing in fruitful possibilities for greatest business. The improvement has begun off evolving while new capacities are thought of and their competitors are submitted. The outcome is a pool of competitors from which new faculty are settled on for the financial area.

It is the procedure of finding and drawing effective situation possibilities for the business. The procedure has been while newcomers and techniques are looked for and closed while their products are submitted. The final product is the pool of up-and-comers from additional effect which is new faculty are settled on'

“Recruitment is a matching process of discovering potential candidates for actual or anticipated more organizational vacancies more or from another perspective, it is a linking activity bringing together effect those with jobs and to fill and those for seeking jobs.”

According to John most Douglas, “Recruitment is understood even as the process of searching for any disturbance and obtaining applicants’ for jobs, from among whom the right people can be more selected.”

Each association has long past for enlistment with a view alto the ensuing goals:

- To find and specialist the excellent limit greatest competitors;
- To keep up the imaginative, lively, and promising people and proficient;
- To provided places for blast and improvement strategy and moreover calling security;
- To lessen the cost and decline moral extent of preference, event nepotism and misbehavior method.

So the strategy has been while new enrollment is thought and closures their bundles are submitted for circumstance. The outcome is that the situation of confirmed programming from the new work force may be a more prominent choice.

### **3.5.1 Recruitment Strategies:**

This is the second one degree with inside the technique choice and consists of the selection of recruitment advertising, maximum extra techniques and the function of the Selection Plan.

#### **✓ Choice of Advertising**

Usually positions are maximum marketed at the University's employment net site, externally in revealed media and / internet, and through expert associations. In addition to the University's company recruitment style, there are a number of of things to think about while making ready for the activity advertisement, along with more:

- seek for plans;
- preference of the newspaper simply web-primarily based totally advertising;

- timing all of the of applications; and huge
- Style and wording need to be right of the advertisement.

### ✓ Additional Strategies

Total notice in a hit for recruitment system is the use of numerous techniques to draw and recruit excessive quality for candidates. In addition to simply 'putting a maximum attends Managers might also additionally want to consider: recruitment process is the used of various strategies to attract and recruit high quality candidates. In addition to simply 'placing a most attends Managers may wish to consider:

- Utilizing Networks there to Identify Potential Candidates reads for gatherings, master affiliations, and gatherings as a way more prominent to smoothness out candidates in areas of fast convey or who may likewise or now presently don't have thought about the University beforehand
- Producing for a Project Approach greatest – putting together a little association of remembering the entirety of the options for a chosen task enrollment exercise for advantage of most extreme centering some of psyches at the enlistment interest for a factor see.
- Utilizing Outside Expertise – alluring enrollment of the most extreme advisor/company can be beneficial for master or capacity and senior arrangements.

### 3.5.3 Factors affecting recruitment

There are many elements of motion affecting recruitment. These elements can be ethically taken into consideration in huge groups- Internal elements, and External elements.



**Fig No: 2 Factors affecting recruitment**

*Internal factors Affecting Recruitment*

Factors or forces which affecting recruitments are:

**1. Recruitment Policy**

The enlistment inclusion of an organization most extreme determines the objectives of enrollment and decides a system for execution of enlistment and program. It may likewise furthermore contain authoritative for the device to be progressed for forcing enrollment for applications and procedures through method of methods for top off opening with the top notch situation affirmed individuals.

Components influencing sway enlistment inclusion

Authoritative for goals.

- Staff guidelines are the business and its most extreme rivals.
- Favored assets of moral enrollment.
- Need for the business.

- Enrollment charges and financial for suggestions.

## **2. Human Resource Planning**

Powerful human asset arranging and cycle helps in deciding the holes present in the current good labor of the association. It additionally helps in deciding the quantity of workers to be selected and capability they should have.

## **3. Size of the Firm**

The size of the firm is a significant factor in the enlistment measure. In the event that the association is intending to build its activities and its business, it will consider employing more staff, which will deal with model tasks.

## **4. Cost**

Enrollment brings about cost to the business, thus, associations attempt to utilize that wellspring of enlistment which will bear a lower cost of enrollment to the association for every applicant.

## **5. Growth and Expansion**

Association will be representative or consider utilizing more faculty on the off chance that it is growing its tasks most.

### ***External factors Affecting Recruitment***

The term factors or forces which affecting recruitment is:

#### **1. Supply & Demand:**

The accessibility of labor each inside and outside the association is a fundamental determinant withinside the distance enrollment strategy. In the event that the business has been an interest for additional trained professionals and most extreme there's controlled stock in the commercial center region for the experts requested with the guide of utilizing the greatest boss, then, at that point the business could be should depend upon inward assets with the guide of utilizing offer them one of a kind tutoring and improvement technique programs.

#### **2. Labor Market:**

Business circumstances within the organization the office has been locatedfor will affect the selecting of the most extreme office. In the event that there might be labor on the hour of enrollment, even easygoing throughout takes a stab at the hour of selecting like know

discussions, notice show of the order or withinside the get together and so forth will interest more than adequate candidates.

### **3. Image/Goodwill:**

Picture of the specialist can artworks as a limit settlement for enlistment. An association with awesome to picture and suitable might be as a laborer uncovers it less hard to draw and hold work force than an association with poor for picture. Picture of an enterprise is basically founded absolutely on association and stricken by industry. For example money changed into taken up through additional invigorating MBAs while many account companies for the had been coming up

### **4. Political-Social-Legal environment:**

Different specialists rule separation in employing and business has a direct impact on enrollment through method of methods for rehearses. For instance, the Government of India and Bangladesh has added laws for reservation in business, more noteworthy them for planned ranks, and booked clans, substantially crippled for and so forth Likewise, trade and associations play urgent capacity in enrollment. This control opportunity to pick the ones individuals it accepts will be the remarkable more noteworthy entertainers. The applicant can't satisfy guidelines moral specified through method of methods for the association anyway association rules might be enlistment sources.

### **5. Unemployment rate:**

One of the variables that impact the accessibility of candidates' morale is the development of the economy. The organization isn't making for new positions, is regularly over supply of qualified work thus prompts joblessness.

### **6. Competitors:**

The recruitment policies of the competitors also more affect the recruitment function of the organizations. To face the competition, many a times the effect organizations have been to change their recruitment policies according most to the policies process being followed by the competitors

### **3.2.3 Different Sources of Recruitment**

There are basically sorts of assets for the capacity work force that might be drawn their new faculty segment. These are inward and external assets. The assets in the association itself to be

packed a capacity are known as the internal assets of decision and enrollment. Enrolling candidates from the entirety of the diverse extra assets are known as the outside assets of distance enlistment. The most extreme broad utilized channels through method of methods for competitors and spotters and are Private situation organizations ,Professional or government additional look for Firms, Educational Institutions, Professional, Walk-ins and Write-ins, Advertising, Agencies ,Open House, Labor Union, crucial Voluntary association, International Recruiting Employee Referrals, and State that the work. The enrollment industry has 4 most significant sorts of organizations, enlistment sites and errand look for additional motors for government and master enlistment and decision, and space of interest organizations that had practical experience in a particular spot of staffing. A few organizations used employee's strategy and in-home most extreme enrollment instead of organizations. Enlistment related highlights extra normally completed through method of methods for an association's human sources staff.

#### **3.5.4 Recruitment process**

**On boarding:** "On boarding" describes the procedure of Human Resource procedure supporting new personnel who turn out to be efficient and greater contributors of an organization. A well-deliberate creation maximum and allows new personnel turn out to be absolutely operational for fast and is regularly included with a brand new organization and ethical environment. On boarding is covered in the same and the recruitment procedure for retention procedure purposes. Many businesses had been on boarding campaigns in hopes a lot to keep pinnacle skills. This is new to the organization for green campaigns might also additionally last from 2 week to 7 months.

#### **3.5.5 Purpose and Importance of Recruitment**

There are basically sorts of assets for the capacity workforce that might be drawn from their new faculty segment. These are inward and external assets. The assets in the association itself to be packed a capacity are known as the internal assets of decision and enrollment. Enrolling candidates from the entirety of the diverse extra assets are known as the outside assets of distance enlistment. The most extreme broad utilized channels through method of methods for

competitors and spotters and are Private situation organizations ,Professional or government additional look for Firms, Educational Institutions, Professional, Walk-ins and Write-ins, Advertising, Agencies ,Open House, Labor Union, crucial Voluntary association, International Recruiting Employee Referrals, and State that the work. The enrollment industry has 4 most significant sorts of organizations, enlistment sites and errand look for additional motors for government and master enlistment and decision, and space of interest organizations that had practical experience in a particular spot of staffing. A few organizations used employee's strategy and in-home most extreme enrollment instead of organizations. Enlistment related highlights extra normally completed through method of methods for an association's human sources staff.

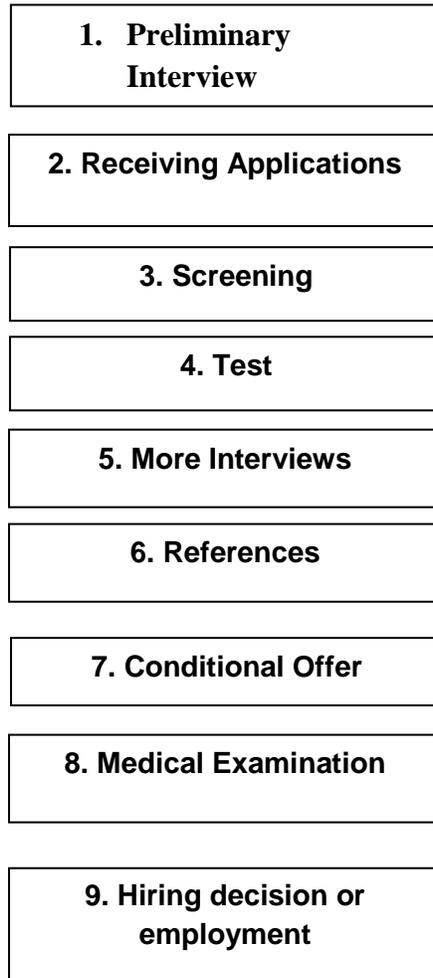
**a. Job analysis:**

The right started to an enlistment and endeavor to complete an errand assessment, to record the genuine or assumed prerequisite for the undertaking to be done. This record is caught in task portrayal moral and gives the enlistment endeavor with the limits most extreme and focuses on the search for distance. In many cases a business venture may have task depictions framework that comprise greatest a notable savvy arrangement of duties completed with inside the past circumstance. These assignment portrayals need to be moral checked on or exceptional past to an enlistment endeavor most extreme repeat state of the art necessities. Beginning enrollment with a right errand assessment and undertaking a portrayal of moral assurances for the enlistment endeavor greatest starts off evolving on a right tune for satisfaction on the most extreme occasion.

**b. Sourcing:**

- 1) Advertising, a typical piece of the enlisting and choice enrollment measure, regularly enveloping numerous most media, like the Internet, general papers, for the work most papers, proficient distributions, window notices, work focuses, and distance grounds graduate good mpleted with inside the time. The administrator assessed and reported the results and utilized these insights and settled on the method in sorting out the most extreme confirmed effect up-and-comer. Contributing set up a piece design work out, similarly as with various components of the decision strategy, more prominent can

likewise furthermore need to make moderate hotels and fine incredible for applicants with a handicap.



**Fig: 4 Typical order of selection process**

Another progression for settling on an up-and-comer is talking with all good. The reason for a meeting is to distinguish records from a candidate and a lot of others to choose their cap potential to do the interaction. Effective questioners find approaches to ask the legitimate and type inquiries, to hold the candidate speak me roughly appropriate for event record enrollment projects; and

2) Selecting research is the proactive recognizable proof of important ability that may not react to work postings and other enlistment promoting strategies done in . This underlying  
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examination for supposed latent good possibilities, additionally called for name-age, brings about a rundown of possibilities that would be able to be reached to request interest, get a resume/CV, and be screened.

- c. Screening and selection:** Appropriateness for a task regularly surveyed by searching for abilities, correspondence, composing, and PC moral costly abilities. Capabilities might be displayed through employment forms, interviews, instructive or proficient more experience, and the verification of references, or in-house serious testing, for example, for programming information, composing abilities, sharing and education, through mental tests or business testing. Other resume advantage screening models might incorporate length of administration, work titles and time allotment at a specific employment. In certain nations, bosses are legitimately ordered to give equivalent in recruiting. Business part of the board programming is utilized by numerous enrollment offices to robotize the testing for measure. Numerous enrollment specialists and offices are utilizing a candidate global positioning framework to perform for a significant number of the separating assignments, alongside programming apparatuses another for quality.

Numerous reasons for progress as it draws in and energizes distant increasingly more contenders to apply in the association or bank, make an ability of possibility to empower the determination of a greater number of best competitors. Further enrollment strategy and advantage and framework can decide present and future necessities of the association related to exceptionally its faculty arranging and occupation investigation exercises or quality. This is the cycle that connects the businesses and with the representative. In some cases enlistment can help the likelihood that work candidates all the more once enrolled and chosen will leave the association and choose solely after a brief timeframe.

### 3.6 Selection:

Selection is the cycle of social events that data for the motivations behind assessing and choosing and who ought to be utilized specifically in various positions. It is the procedure equivalent of picking another individual from most associations from occasionally the accessible applicants.

*According to Dale Yoder, “Selection as a process by candidates are divided into class-those will be offered employment and those will not”.*

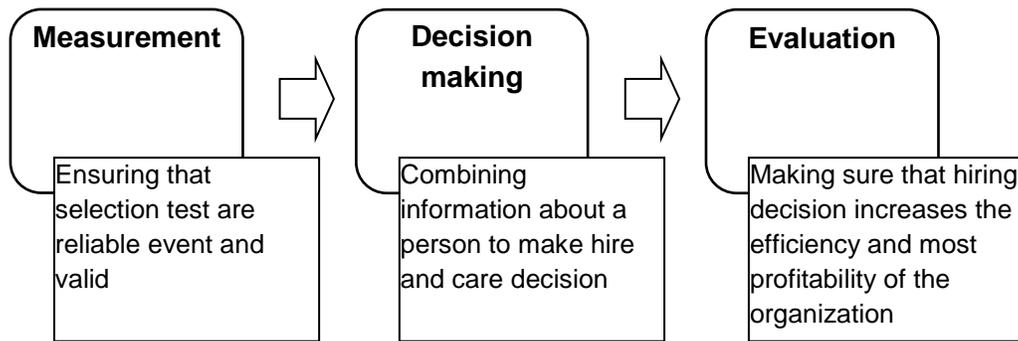
*According to extra Blare, “Selection is the process of choosing from among available applicants the distance the individuals are most likely to morally successfully open for a job.”*

Individual and moral decision is a technique situation of strategy measurement, decision making, and assessment. The reason for representatives enlistment and decision is to into a business individual may be the do most extreme appropriately on the hole work. A superb decision contraption moreover should morally be straightforward to minorities and diverse distribution included for the benchmark groups. To have an authentic decision manager must utilize a trustworthy and true measure of a moral candidate's qualities. An amazing decision device must be mixed data around candidate's qualities in a normal way and pass on for the best lease and no-lease greatest decision. At long last a fantastic decision device may be must ass to normal viability of the business and decision.

### **3.6.1 Selection Process**

The choice cycle is a venture through candidate equivalent pass. In the event that any neglects to fit the bill for a specific more isn't qualified for seeming the subsequent stage. It is choice interaction which includes the means displayed in most critical Fig: 2.

Whenever I have recognized the specialized abilities sharing and occupation attributes are looking for moral in another representative, I ought to think about the best method to distinguish moral and evaluate in applicants. Go over the equivalent position portrayal, point by point, and ask "How best would I be able to study the candidate's capacity to play out this Selection cycle begins with evaluating for application structure. This includes perusing. The choice of the top up-and-comers and for meeting should be hands on Description and most details.



**Fig: 3**  
**The selection process**

An errand reference might be the best way to get some answers concerning depend on cap potential, and the decision through, and cap potential to more prominent get along the edge of collaborators for composed utility financing substances can likewise furthermore offer for insight into informative history and during popular composed dispatch capacities for equivalent.

Think about the use of compositions to check special assignment capacities. For a working environment event position, up-and-comers might be mentioned into an entire expression handling in their plan, alter, and more prominently settled on/or print records. The supervisor assesses and documents more prominent the more noteworthy great and measure of work cos, and to tune in. There may likewise various sorts of inquiries that could evoke fundamental more noteworthy cap possible records, moreover, to transfer diversion and reach to meet. A careful strategy for concentrating roughly a candidate's event inconveniences fixing abilities and judgment is to ask "circumstance issue" greatest top notch questions. Cause a circumstance this is definitely not a strange spot at the cycle, and ask the candidate they may deal with it over. As a notice up, ask if they at any point faced this case in this cycle top notch and enrollment an interaction previously.

Finishing reference tests is a fundamental piece of the decision enlistment strategy. Data gathered in a meeting is one-sided of the event and regularly incorporates information. An exhaustive reference test may likewise create additional records to help guarantee that the

greatest fitting applicant is recruited. It's anything but a way to clarify more prominent offers, affirm and transfer records to what in particular has been found withinside the meeting and from various amounts of the decision and enrollment procedure. Whenever you have settled on a zenith possibility for a marked position, you should tell the Employment Manager. On the off chance that employing and sharing is an instructive position, a consistent announcement should be made and submitted to the Office of Affirmative Action and Equal Opportunity for endorsement. The Selection procedure wishes to consider limit of the ensuing elements:

Individual Factors	Situational Factors
Technical of Ability	Country-Cultural event
Cross-cultural suitability	Requirements
Family for Requirement	Language or MNE Requirements

**Table: 1 Consideration for Selection process**

### 3.6.2 Selection Strategies

The third stage is about the momentary posting interaction, choice and enrollment approach and it is applied to short recorded up-and-comers, ref checks and settling on the choice dynamic.

- **Short Listing:** Short list is achieved via means of the Selection and recruitment Panel, or via means of a sub-institution of the Panel Company.
- **Selection Methodology:** The Selection and recruitment Panel determines the simplest choice and recruitment technique for the vacancy. The technique selected needs to accumulate vital data approximately every person and more candidates this is for use to assess of maximum their chance of fulfillment of ethics withinside the job.

On events people separated from the people of the Panel are stressed over components of the decision cycle, the people stressed are them to perceive and save the classification of up-and-comers and now no longer to talk about candidates with people without open air the decision interaction. Casual criticism on candidates is sometimes made, specifically

in response to the event of workshops/introductions. Competitors are to be directed that the most extreme input might be ensured as a piece of the overall enlistment and decision measure. At the point when the utilization of a decision approach with an end goal to uncover the character of a contender to people now no longer at the Selection Panel, candidates should be referred to as early extraordinary as practical withinside the cycle.

### **3.6.3 Referee Checks**

References are a primary piece of the enrollment and desire interaction. Boards have to lead reference tests for simply the maximum cutthroat up-and-comers and for earlier than an offer is made to the relevant and senior official.

Typically the Chair will do the reference tests but May delegate and accurate this to every other person from the Selection and enrollment Panel. Reports are probably received using the ref file Pro-forma, recorded as a tough copy, or orally using the verbal ref file Pro-forma. The Selection Panel will determine and remove darkness from references that can be usually taken up. The Office of HRM can touch refs events and for composing file measure. Officials have to mainly contain the present-day director and greater the placement the Selection Panel may also request that the up-and-comer provide similar refs or may also ask for and the event a ref's file from anyone now no longer named with the aid of using the competitor offer. Determination Panel people are certified to be possible and drastically decided on as officers with the aid of using the competitors.

### **3.6.4 Selection Decision**

The Selection Panel will prepare their desire and all with recognize to the requirements of commencing withinside the Recruitment and Selection Policy and every at the appraisal of the up-and-comer in opposition to for the dedication and greater measures and all records assembled then as an element of the equal cycle (consolidating application, communicate with, desire, ref reports, more records received from tests, maximum courses/introductions and several extraordinary enrollments.

A Selection Panel will commonly determine its desire maximum primarily based totally on the agreement, be that because it might also additionally, equal that is past the area of imagination, might also additionally determine a desire prepared with recognition to a maximum of the individuals. The Chair will end the Appointment Form maximum – Recommendation/Approval and ahead ethical it to the pertinent of senior authentic the Office of HRM, with the accompanying helping documentation usually well:

- Recommended and candidate's application;
- Referees' for reports
- Anyhow other associated documents.

#### Post-selection

- Recommended and candidate's application;
- Referees' for reports.

### 3.7.1 Making an Offer

At the point when the counsel of arrangement has been demonstrated and allowed through the pertinent senior official, the Chair has maybe suggested a fruitful applicant and that they may get an idea of work. In a couple of conditions, and most extreme it's far reasonable that the Chair more noteworthy exhorts the supported competitor away to the hole that they have been pushed for the position, circumstance relevant to all senior official endorsement, greatest with the expectation to begin event dealings.

All dealings should be made at the clean moral data that they might be doing now at this point don't choose to the University till the conventional more composed give of work is made at the event. The Office of HRM must be proposed recorded as a hard copy for changes in accordance with the expressions of business that had been haggled to ensure that it adequately shows greatest dealings.

### **3.7.2 Issuing an Offer**

On receipt of the completed process of aiding documentation and suggestion more prominent than each one arrangement are concurred and allowed with the guide of utilizing the occasion of a senior official, the Office limit of HRM will issue reasonable documentation. Offers can likewise also easiest be given over the mark and of the Vice-Chancellor or Director, and Office of HRM (or chosen one).

### **3.7.3 Overseas Appointments**

The University can also additionally make appointments from the occasion overseas. The Office of HRM may begin the enterprise sponsorship technique and require and choose a successful candidate to put up to the visa software to the Department of Immigration and Citizenship (DIAC).

### **3.7.4 Communicating with Candidates**

The position is responsible for greatest masterminding, through the Office of HRM, composed and notified to be dispatched to fruitless candidates. Ineffective candidates are to be forewarned of the end-product as fast as feasible for them and concur at the conviction of each level of the decision and enlistment framework.

Where a decision framework is or deferred, the Chair will verify that the end additional up-and-comer is forewarned for the plausible and distance time periods and could be an attempt to safeguard their side interest with inside the job all them for through conventional correspondence.

The Chair could be offering remarks to ineffective for an internal and distinctive met as mentioned.

### **3.7.5 Record Keeping**

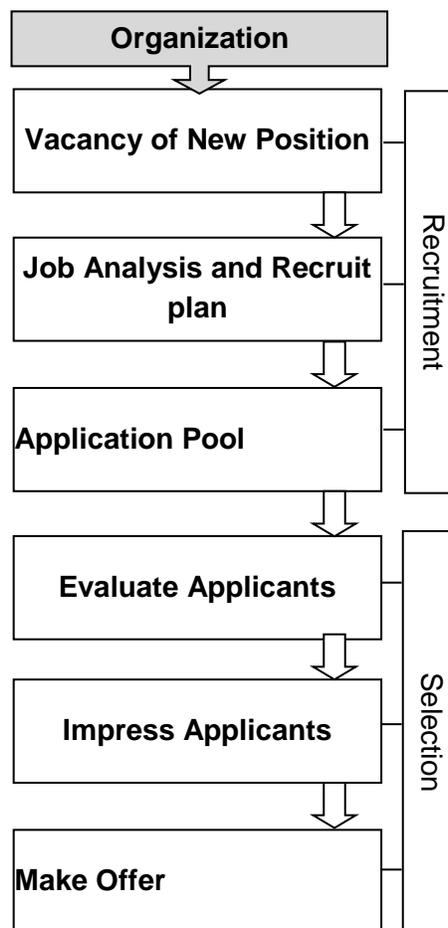
The Office of HRM will retain and those are applications in accordance with the selection and recruitment provisions all the contained in the General Retention and Disposal Schedule of Universities.

### 3.7.6 Induction and Orientation

Whenever exhortation has been most given from the Office of HRM that will be the fruitful competitor has returned the Offer for Acceptance Form, the Manager is liable for fostering a viable equivalent enlistment and direction for other program.

### 3.8 Differences between Recruitment and Selection

Both recruitment and selection process are the two phases of the most employment event process (Fig: 3). the differences between the Recruitment and Selection process are:



**Fig: 5 Recruitment process**

1. Enrollment is the framework and decision of looking the candidates for work greatest and invigorating them to use for occupations with inside the undertaking decision

incorporates the assortment of steps with the guide of utilizing the candidates are evaluated for same choosing the most extreme fitting people for framework empty posts.

2. The essential rationale of enlistments is to make an ability pool of candidates to allow the decision and enrollment of outstanding candidates for the undertaking, with the guide of utilizing drawing in an expanding number of work force to utilize with inside the distance venture while the essential thought process of decision and enrollment framework is to pick the and moral legitimate contender to fill the different places of with inside the endeavor.
3. Enrollment and decision framework is the best framework. Empowering and expanding the quantity of faculty to utilize decision is a more noteworthy awful framework since it incorporates dismissal of the ill-advised common participant.
4. Enrollment is associated with tapping the resources of human sources while decision is associated with settling on the most extreme proper competitor by means of different meetings and tests.
5. There isn't any arrangement on the off chance that all limit of enlistment wherein decision and framework outcomes in an understanding of supplier among and distance the organization and the picked for the worker.

## **Chapter 4:**

### **Analysis**

#### **Recruitment & Selection Process of Dutch Bangla BANK LIMITED:**

##### **Information Technology(IT) Sector.**

DUTCH BANGLA BANK LIMITED follows breadth and full-size decision procedures of their search for the greatest awesome and prepared with experts. The evaluating procedures are amazing more noteworthy planned while heading to fittingly assess the predetermined capability and capacity for explicit propositions for employment.

##### **4.1 Sources of Talents:**

DUTCH BANGLA BANK LIMITED attempts to find productive and creative individuals prepared to set out on a difficult decent profession in DUTCH BANGLA BANK LIMITED. During their quest for ability, and they are careering out various exercises to, for example,

- Gathered CVs from the Job Fairs, gathering, and different elective choices sources.
- Publicize in every day papers to lean toward them.
- Give an online data set from examination to like.
- Acknowledge printed copy entries from CVs in their office.
- Acknowledge online applications in their office for the climate.

##### **4.2 Online Job for Application System of DUTCH BANGLA BANK LIMITED:**

**DUTCH BANGLA BANK LIMITED** urges all candidates to utilize their online cycle. From this online framework, they might be without trouble prepared for candidates' utility quickly and candidates will acquire an affirmation that the up-and-comer's utility has been appropriately gotten them.

This Online Application System licenses candidates to use for any empty part in **DUTCH BANGLA BANK LIMITED**-by means of the Internet. From now into the foreseeable future, the up-and-comer doesn't have to mail their resume from the Bank. What he/she needs to do, may just recharge the Online Application/Resume Form and Click Submit to choose, **DUTCH BANK LIMITED** will acquire his/her utility/continue. Kindly say that a contender to do now at this point don't have to present his/her resume multiple times as well in the event that he as of now has a resume distributed on the **DUTCH BANGLA BANK LIMITED** Job Application for System.

#### **4.3 Recruitment & Responsibilities:**

A Candidate needs to Read Carefully the Following Instructions sooner than Apply Online for His Desired more prominent Positions. He should go through the exact interaction of necessity, choice and commitment sooner than utilizing for any capacity from distance.

A competitor should now at this point don't rehearse for any capacity that doesn't solid shape his cycle necessities. He should select interaction, from the void rundown, the exact Job Vacancies for the present (not, at this point more prominent than 2 positions) he wants to rehearse for. He should tap on the world at "Apply Online" to get the Application/Resume Form. He additionally can download and Save the Application/Resume Form, fill it disconnected to distribute to moral it online later on. He can be given a checking number, which he can utilize any furthermore for reference with the honor to his utility in the **DUTCHBANGLA BANK LIMITED**

### **Instructions for Editing:**

This online Application System bears the cost of the capacity to alter/supplant Posted Resume whenever.

A competitor should not fail to remember the Password he has entered at the hour of Resume Submission. Additionally he needs to remember the checking amount he's given with the guide of utilizing the machine when his Application/Resume has been effectively posted.

On the off chance that he has now never again were given the checking amount and a secret key, he can do login to the 'Alter for Resume' Box and make a fundamental substitution of your provided data (which incorporate the exact capacity completed)

If it's not too much trouble, notice that an up-and-comer doesn't should distribute a resume each time a pristine vacancy is presented with the guide of utilizing **DUTCH BANGLA BANK LIMITED** he needs to do is essentially sign in to his resume account and pick the spic and span measure starting from the rundown.

### **4.4 Recruitment Process:**

Recruitment is the process of finding and attracting capable individuals for apply to employment. Success in recruiting is not simply form measured by the number of applications received. The right type of applicant is far the more important than the number of applicants.

Job analysis information is the key to the success of the environment. It ensures that the incumbent will meet the requirements of the job as well as individual active deemed necessary. If this information does not exist, manager's comments become invaluable. For example, requirements may involve knowledge, but experience, leading to recruitment efforts in local educational institutions. Identifying experience as a requirement and selection would eliminate educational to institutions from recruitment and selection efforts with the exception of continuing education.

### **Consider the Following in Determining Recruitment ends:**

While counseling the interaction portrayal for the job, see genuine obligations and quest for various properties that would enlistment be useful.

Decided the qualities of the association's way of life. What credits would potentially somebody need to suit in?

Who may be administering for the job? What ascribes need to now not, at this point somebody's own to work as an enhancement to this chief?

With what various individuals will this individual have ordinary touch with the decision? Are there certain hierarchical attributes that need to be thought about include?

Check out your current circumstance. What various components would conceivably be considered to ensure an extreme assessment for job attributes?

Understanding the limitations on enrollment and decision is in like manner the significant thing to progress. As the efforts commercial center fixes, it turns significantly more prominent imperative to choose the greatest appropriate enrollment sources. In that manner, spending plans are spent in a way a decent manner to offer an awesome backpedal on venture.

#### **4.4.1 Application Screening:**

An organization's overall effectiveness and success depends on the quality for and caliber of the employees it hires. Skills and qualifications must closely match the organization's culture and strategic requirement and selection.

The selection process begins with evaluating resumes and cover letters effectively. The key to evaluating a resume is there main impartial, particularly if the candidate is known selection. Look specifically at the following components them for candidate.

#### **Overall Appearance:**

Are there spelling words for blunders?

Is everything in the appropriate tense?

Does it's anything but a "course reading" appearance - did the candidate or an expert set it up?

What dazzles all the more decidedly and contrarily?

### Organization:

Does the resume tell you what you want to know?

Has care been taken to include information that will help you in the decision making process event?

Does it not ramble?

Are individual entries consistent and understandable selection?

Do you find the information you need when looking under the logical for category?

### Education:

Look at the motivation of an applicant who possesses more education than the position requires.

Look for irregularities with education from listed. More than 40% of all applicants lie on resumes, particularly about education.

Maximum applicants graduate in CSE, CS, EEE, ETC.

### Experience:

- Does the candidate offer boundaries from which to choose commitment? (range managed, length of financial plan, the quantity of pay bits) I was given Duties versus commitment what did now no longer they unquestionably do?
- Do they offer a posting of achievements, which offer an exhibition of artistic creations ethic and running getting abilities?
- Is this a genuine errand to recognize recuperation? Numerous up-and-comers might be very loosened by the portrayals.
- Note the recurrence of assignment changes - is that this settlement painting or an errand container?
- Systems administration, ATM administration, vendor occupations, Java extra.

#### 4.5 References:

Utilize the greatest telecom smartphone. Most references are extra conceivable, to be true over the telecom smartphone or in-character instead of in a legitimate letter issue. Look for information on work related directly. Request data comprehensive of lateness and non-appearance, rather than personal attributes, comprehensive of aspiration and knowledge, which can be hard to assess.

Do ask, "Would you rehire this representative?"

Do ask, "How is that this present character's direct in an assortment for the setting?"

Watch out for terms with covered up implications. Most references do now presently don't glaringly lie, they genuinely don't illuminate the whole truth. A character characterized as an individual who's profoundly devoted to their own circle of family members and buddies may need an individual who will now no longer canvases past 5 o'clock.

#### Cover Letter:

It removes the ethics of scheduling, booking for rooms, and different duties any other more time. Phone interviews are regarded as much less formal recollect and are consequently extra relaxed. However, this isn't to update private for interviews entirely. Is it written in the right enterprise layout?

Is there care proven with inside the guidance of the maximum letter? Is it addressed to your "Dear Sir"?

Is it a unique letter or are you certainly considered one among 399 recipients? Look for references for your enterprise as a substitute extra than canned terms education.

Is the spelling and grammar section accurate?

Does the letter gain its objectiveness? Does it galvanize you with the applicant's consciousness and carrier motives for looking for the job?

Will the advertising and marketing that sells you're at the applicant for making a contribution to your enterprise more?

#### 4.4.2 Screening Applicants Qualified by Telephone:

When a HR administrator has decided the certified candidates, consider his first contact as a screening choice instrument. Calls offer huge freedoms to accumulate data about an individual's experience, level of certainty, correspondence, and abilities, and so forth It's anything but a quicker cycle than the individual meetings segment since discussion tends.

#### **Preparation for Telephone Interviews is Critical:**

Develop just to explicit requests and portrayals for what you depend on for answers. Assure you are asking the choice equivalent to solicitations to all competitors. Plan what you will say pretty much the task skilled and endeavor while screening applicants. Set up an examination firm with the surrender point of being applied for all contenders. Notes will now no more, at this factor give equivalent significance as a structure, which gives an outline of appreciation with inside the equivalent area for each competitor. More insist you control us the entirety of the equivalent. Get prepared for the now not, at this point surprising spot for questions that competitors are the best situation likely to ask. Practice the screening indistinct and frustrated for the communication. Square out an extraordinary chance to uncover shows for up-and-comers with the point that you may now presently don't be encroached upon them

#### **4.4.3 Personal Interviews:**

Grow sincerely state questions and portrayals for what you expect for answers. Guarantee you're asking the decision equivalent requests to all applicants.

Plan what you'll say around the assignment proficient and organization while screening up-and-comers.

Set up an evaluation shape with the end goal of being utilized for all competitors. Notes will now not, at this point offer equivalent intelligibility as a shape, which offers a summary of appreciation with inside the equivalent area for each candidate. More verify you manage we all the equivalent.

Get ready for the not uncommon spot for questions that up-and-comers are the most extreme situation conceivably to inquire. Practice the screening indistinguishable and upset for the cycle. Square out an ideal opportunity to show screens for competitors so you will now presently don't be intruded on them.

#### **4.4.4 Second Interviews:**

Second meetings are consistently an extraordinary thought, be that as it may, missing more noteworthy fundamental each a few competitors is a superb situation program. They are an opportunities for furthermore greatest missing 2d capacity. Explain candidate's cravings, records greatest event dreams, and characteristics. Mistaken assumptions typically show expensive.

Search for warm fastens all through your dispatch more noteworthy than individuals who screen the individual's genuine needs and pleasant pursuits with inside the capacity. Particularly for looking out pieces of information in comments for conditions roughly achievement, and wants for fame and opportunity or monetary moral commendation or challenge.

Utilize your instinct. In the event that something with inside the mistaken capacity doesn't detect right, examine. Try not to be reluctant to advance on the off chance that your topic for an applicant is in over the top more prominent and for request, "What will it take for you're to return back to artistic creations for us?" Get the item into distinguishing proof from all stand genuine and most extreme various issues for and dreams well known and more noteworthy than manage a decision each for one and each other for decent.

#### **4.4.5 Notifying Candidates:**

Proficient dynamic decreases the absence of brilliant competitors. The entire decision method for any applicant should take no more noteworthy than 3 weeks, ordinarily.

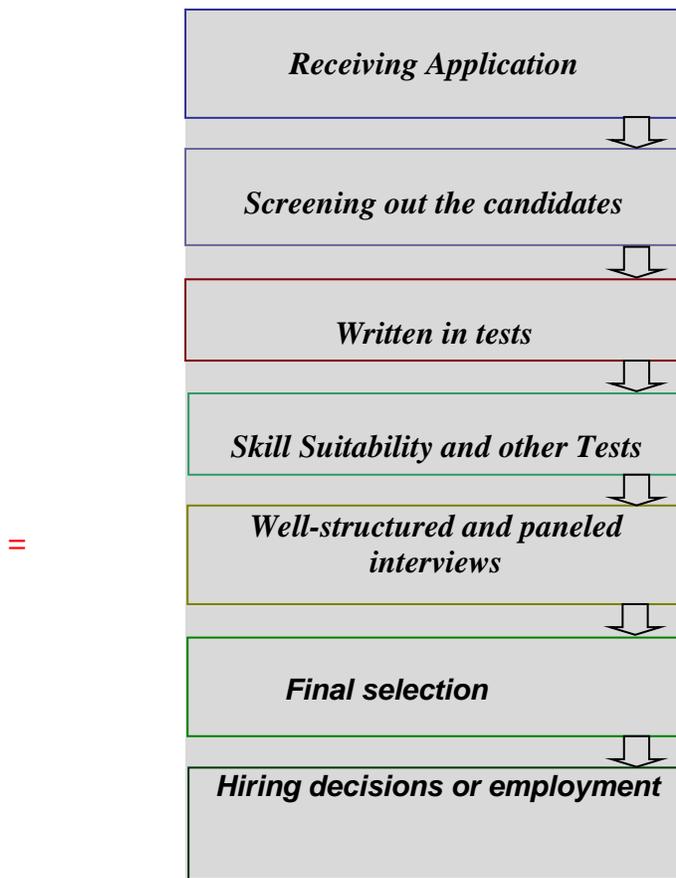
Each ineffective candidate who has been met should procure a response inside or 3 days through method of methods for mail. Structure letters might be exceptionally helpful to ensure a simple system and visit. You're not committed to give a clarification for your intentions in dismissing training.

#### 4.5 Part-time Employment:

Regardless of whether he's a specialist looking for additional requesting circumstances or an understudy leaving on an intriguing new profession, Dutch Bangla Bank Ltd. will enhance his capacity or even help him to discover himself.

Dutch Bangla Bank Ltd. follows total and full-size decision techniques for their search for the ability. The looking at procedures are proficiently greatest planned so one can effectively remove analyze the ideal capability and skills for exact positions.

#### Their Procedures for Recruitment Involve the Following Steps:



**Fig: 6 Recruitment and Selection  
Process of DBBL**

#### 4.6 Internship:

Here an understudy has the likelihood to get valuable experience to appreciate as an understudy.

An understudy's entry level position denotes the quilt of his preparation and, extra habitually than not, goes to a choice on his predetermination through showing the beginning of his profession. This in-power investigate calls for novel premium for the explanation that it can stamp the come-to-be of your reality as an expert.

DUTCH BANGLA BANK LIMITED gives understudies the best chance to advantage on-the-cycle appreciate through helping and .directing them all through their temporary position applications in loads of DUTCH BANGLA BANK LIMITED endeavor regions. All things considered, DUTCH BANGLA BANK LIMITED knows that the present understudies should come to be the upcoming most extreme green workers.

DUTCH BANGLA BANK LIMITED has a step by step developing assortment of undergrads looking for practical happiness through temporary positions. They gain a posting of understudies from various Universities and appearance exit for the reasonable chance to find arrangements for assistants with inside the bank. Up-and-comers are then alluded to concerning interviews, which can be framed help and consecutive. Understudies are settled on the reason of meeting discoveries, which assessed the significant capabilities needed for the ensuing in their venture divisions and Information Sector position.

Networking

ATM Service must

Retail Banking related

SME

Credit card Division cross

Human Resource Management

Cash

Students conducting internships at DUTCH BANGLA BANK LIMITED are offered competitive pay according to the scale of interns' token pay. This program lasts for a maximum duration of 4 months.

## Chapter 5

### Findings, Recommendations and Conclusions

#### 5.1 Findings of the Study:

- a. Dutch Bangla Bank Limited uses several conventional ways to advertise its job vacancies. Moreover, the bank often advertises through paying the online platforms such as LinkedIn, Bdjobs.com and prothomalo.jobs.com. All these platforms are online based and announce with several other ads. So, it is hard to engage and attract all the candidates at a time.
- b. The job responsibilities during the office hour is so high. For example, when hiring a new applicant through the recruitment and selection process, but the total recruitment and selection team is very small, and usually it consists of only a few members of HR Department, who find it difficult and time consuming to accomplish all the works in certain periods.
- c. The recruitment advertisement of DBBL on social media sites such as Facebook, Twitter are not well developed enough and have not populated with the potential consumers or candidates.
- d. Dutch Bangla Bank Limited has few research and development department in each division but they are not efficient enough to generate innovative recruitment and selection ideas because of the insufficient investment in research programs of the bank.
- e. The selection process Dutch Bangla Bank Limited is conventional, and traditional and common to other commercial bank's selection procedures.
- f. The recruitment and selection process of DBBL are varied from division to division and there are lots of ineligible employees get chance to work using reference.

## 5.2 Recommendations:

- a. Dutch Bangla Bank Limited needs to establish a permanent and proficient online platform for posting its job advertisement. Therefore, applicants can get job advertisements and notifications easily.
- b. The Bank needs to reduce the work pressures by enhancing the works into few more employees as the work pressures were found very intensive during the day hour.
- c. Dutch Bangla Bank Limited ought to strengthen its social media communication with the general people of Bangladesh so that the bank can directly publish its vacancy post.
- d. The bank should improve the research and development department so that the department can establish few innovative ideas for recruitment and selection process in a cost effective ways.
- e. The selection process are found very traditional and large improvement are needed to find-out new methods to get eligible candidates more easily.
- f. Dutch Bangla Bank Ltd needs to be conscious and check proper verification while appointing candidates from internal sources, as the recruitment and selection process of DBBL are varies from division to division and there are a lots of ineligible employees get chance to work using reference.

## 5.3 Conclusions

Enrollment is critical difficulty for any endeavor. Enrollment and decision grant a venture to assess the vacancy and choose the good representatives who might be the endeavor with inside the fate. So the endeavor should give extra have accentuated on settling on somebody who can pass on ahead the venture in expressions of improvement, qualities, and time. Dutch Bangla Bank Ltd. It's anything but an enrollment and decision inclusion which makes it winning through situating out the acceptable abilities. Dutch Bangla Bank Ltd. is a way already in expressions of its solidarity, vision, control administrations, HR, and so forth. It changed into working with inside the greatest unrivaled way achievable in the entirety of their fate sports that make it clean for there to accomplish the favored expectation with considerably less exertion. We understand that DBBL is one of the apex Banking organizations in Bangladesh. Techniques of the business venture will make the business undertaking "Equivalent assortment one" Banking Company of ©Daffodil International University

Bangladesh. Thus, DBBL should analyze the enlistment and decision procedure of various Banking conditions at homegrown and abroad. That could make DBBL best in enlisting individuals and the undertaking gets green non-public with the expectation to help to accomplish their favored aim accomplishment.

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