Independent University **Bangladesh (IUB)**

IUB Academic Repository

School of Business & Entrepreneurship Internship Reports

2011-11-21

A Working Report On The Human Resource (Capital) Management Activities Of Adi Apparels Limited

Rahman, Md. Ferdaus

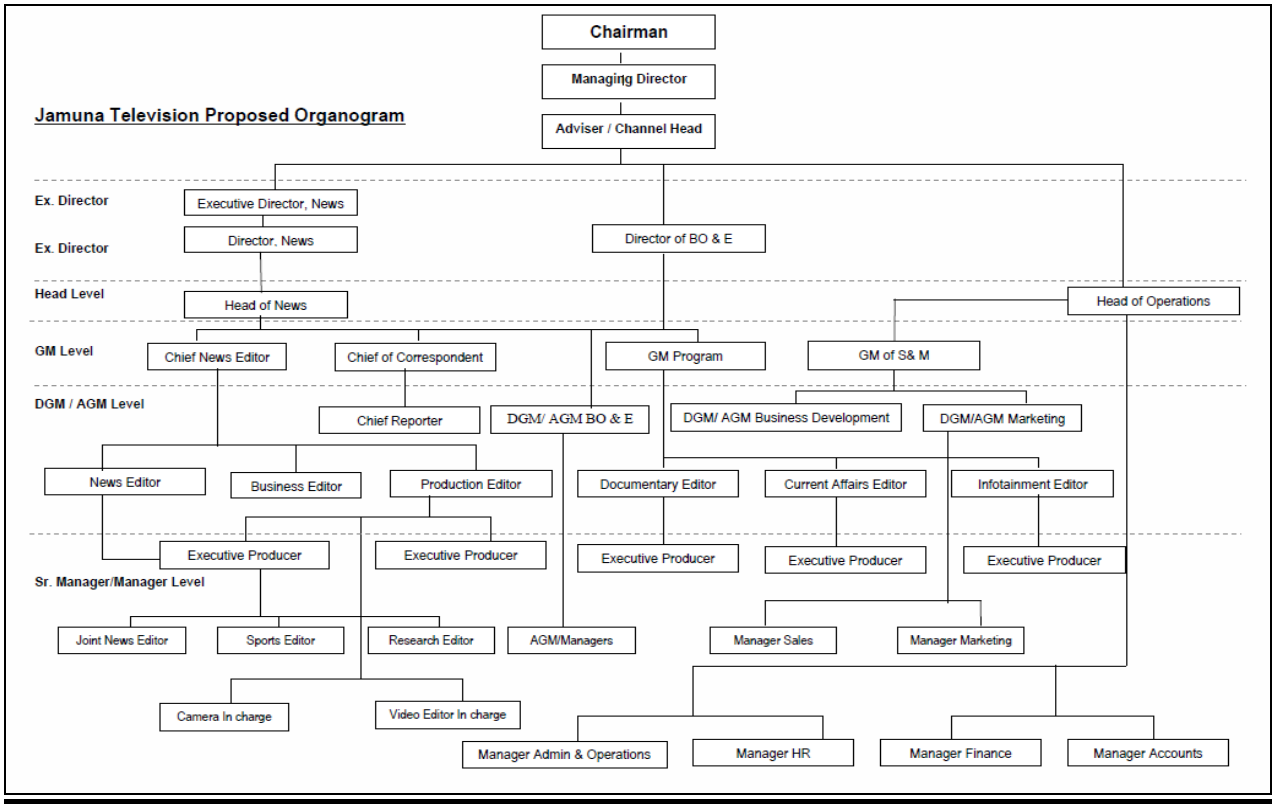
http://hdl.handle.net/123456789/35

Downloaded from IUB Academic Repository

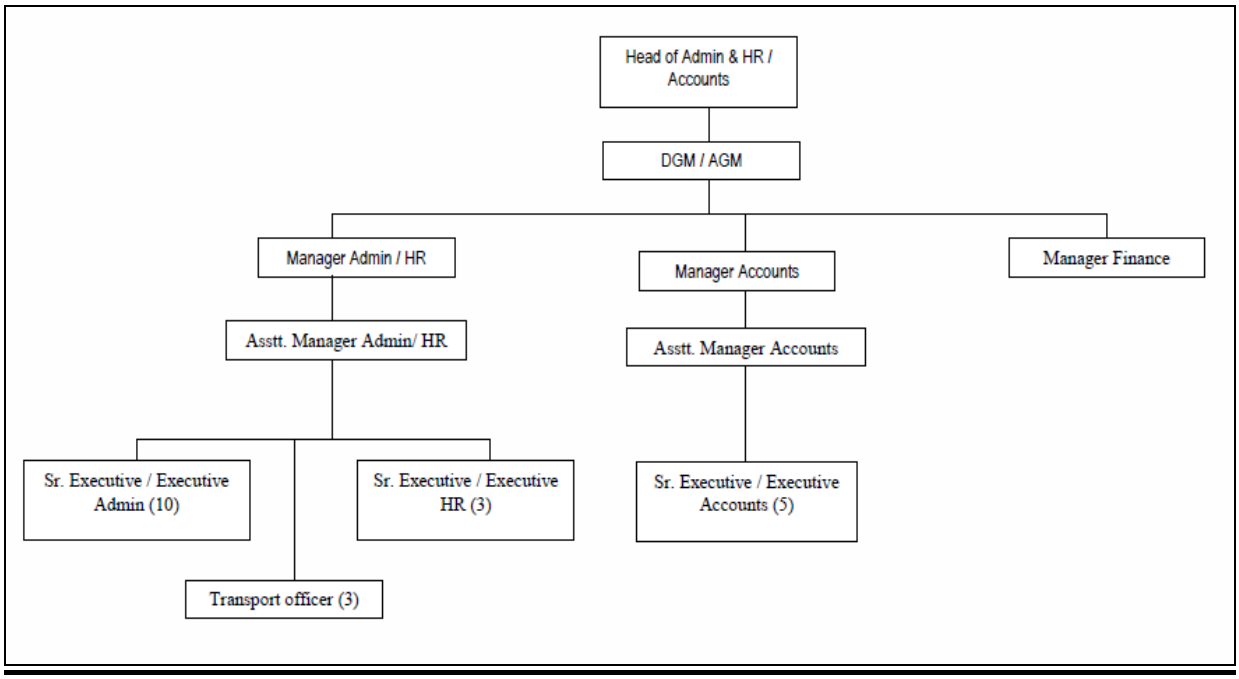
AN

APPENDIX

Adi Apparels Ltd - Proposed Oregano-gram



Structure or Oregano-gram of HR Department



Interview Evaluation Form

Human Resource Management (Grey Dessler, 10th edition)

Name of Candidates:

Date in Interviewed:

Position:

Completed by

Date:

Instruction: Circle one number for each criterion, and then add them together for a total.

Knowledge of specific job and job related topics

0. No knowledge evident.
1. Less than we would Prefer
2. Meets Requirements for hiring
3. Exceeds our expectations of average candidates.

Experiences

0. None for this job; no related experience either.
1. Would prefer more for this job, adequate for more job applied for.
2. More than sufficient for job.
3. Totally experienced in job.
4. Strong Experience in all related areas

C**ommunication**

0. Could not communicate, will be severally impaired in most jobs.
1. Some difficulties. Will detract from job performance.
2. Sufficient for adequate job performance.
3. More than sufficient for job.
4. Outstanding ability to communicate.

Interest in Position and Organization

0. Showed no interest
1. Some lack of interest in advancement.
2. Appeared genuinely interested
3. Very interested. Seems to prefer type of work applied for.
4. Totally absorbed with job content. Conveys feeling only this job will do.

Overall motivation to succeed

0. None Exhibited
1. Showed little interest in advancement.
2. Average interest in advancement.
3. Highly motivated. Strong desire to advance.
4. Extremely motivated. Very Strong desire to succeed and advance.

Poise and confidence

0. Extremely distracted and confused. Displayed uneven temper.
1. Sufficient display of confusion or less of temper to interfere with job performance.
2. Sufficient poise and confidence to perform job
3. No loss of poise during interview. Confidence in ability to handle pressure.
4. Displayed impressive poise under stress. Appears unusually confident and secure.

Comprehension

0. Did not understand many points and concept
1. Missed some ideas or concepts.
2. Understand most new ideas and skilled discussed
3. Grasped all new points and concepts quickly.
4. Extremely sharp. Understood subtle points and underlying motives

---------- Total Points

Additional Remarks:

INTERVIEW EVALUATION FORM OF ADI APPARELS LTD

Date: _____

Candidate Name: _____

Position Applied for: _____

Observations:		
	Rating (Please Circle) Low High	**Comments (if any)**
Appearance:	**Score Achieve**	**Marks : 10**
Dress up / presentation		
Observable Traits:		**Marks: 10**
Attitude/ Behavior		
Communication fluency & Convincing power		
Skills:		**Marks: 10**
Computer Proficiency & Technological Skills		
Competencies:		**Marks: 20**
Business Knowledge / knowledge of Sector		
Job Knowledge/ Position Knowledge		

Education			**Marks: 20**
Exam Title	***Concentration / Major***	***Result***	***Assessment Score***
S.S.C			
H.S.C			
A, BSS, B.Com, BSC (Hon's) / BBA			
BA, BSS, B.C0m, BSC (Pass)			
M.A, M.Com			
MBA			

Experience			**Marks: 20**
Position Hold	***Business Sector***	**Years**	***Assessment Score***

Interview Board Members Judgment	**Marks: 10**
Over All Observations	

Overall Rating				
Poor [ ]	Satisfactory [ ]	Good [ ]	Very Good [ ]	Excellent [ ]
00 - 60	61 - 70	71 - 80	81 – 90	91 - 100

Salary and Benefits:

Last Drawn / Current : _____

Expected: _____

Expected Joining Date: _____

Recommendations:

Appointment [ ] Fall Back Candidate [ ]

Final Interview [ ] Not Suitable for Hiring [ ]

Additional Comments:

_____

_____

Recommended Salary & Grade

Designation: _____

Basic/ Gross Salary: _____

Grade: _____

Probation Period: _____

Increase in Salary on Confirmation (% of Basic Salary) _____

Final Action:

_____

_____

_____ _____

Signature & Date **Signature & Date**

_____ _____

Signature & Date **Signature & Date**

CANDIDATE EVALUATION SCORING GUIDELINE OF ADI APPARELS LTD BD-

(Total Marks: 100)

Education					**Marks: 20**	
S.S.C	3rd Division GPA: 0 to 2.9	0	2nd Division GPA:3 to 4	3	1st Division GPA: 4+	5
H.S.C	3rd Division GPA: 0 to 2.9	0	2nd Division GPA: 3 to 4	2	1st Division GPA: 4+	4
BA, BSS, B.Com, BSC (Hon's) / BBA	3rd Class CGPA: 0 to 2.9	0	2nd Class CGPA: 2.6. to 3.25	4	1st Class CGPA: 4+	6
BA, BSS, B.C0m, BSC (Pass)	3rd Class	0	2nd Class	3	1st Class	5
M.A, M.Com	3rd Class	0	2nd Class	3	1st Class	5
MBA	CGPA: 0 to 2.5	0	CCGPA: 2.6. to 3.25	3	CGPA: 3.25 to 4	5

Experience					**Marks: 20**	
Similar Position in Similar Sector	0 - 2 Years	10	3 - 5 Years	15	6 – Above	20
Similar Position in Any Sector	0 - 2 Years	6	3 - 5 Years	11	6 – Above	16
Different position in Similar Sector	0 - 2 Years	6	3 - 5 Years	11	6 – Above	16

NB. Subject to carry on minimum 18 months of employment record within the same organization

Assessment Criteria			**Marks: 50**			
Appearance:						
Dress up / presentation	1	2	3	4	5	
Observable Traits:						
Attitude/ Behavior	1	2	3	4	5	
Communication fluency & Convincing power	1	2	3	4	5	
Skills:						
Computer Proficiency & Technological Skills	1	2	3	4	5	
Competencies:						
Business Knowledge / knowledge of Sector	1	2	3	4	5	
Job Knowledge/ position knowledge	1	2	3	4	5	

Interview Board Members Judgment	**Marks: 10**
Over all observations	

1. The Questionnaire

This survey will be used for the basis of an academic dissertation. Please feel free to share your opinion, as it is attempt see how to establish or increase the brand value of 'Adi Apparels Ltd Bangladesh'. The results of this research will be kept confidential and will not be passed on.

Please tick (√) the appropriate choices

☐ Specialist ☐ General Practitioners
☐ Others (Interns, HMO)

To what extent do you agree with the following statements? Please rank -

1. **Which indication do you consider most while prescribing AAL supplementation?**

☐ Diarrhea ☐ Common cold
☐ Immunity impairment ☐ Loss of appetite
☐ Male infertility ☐ Fatigability

2. **To which age group do you order AAL supplementation the most?**

☐ Children (0 to 2 yrs) ☐ Adult Male
☐ Children (2 to 12 yrs) ☐ Adult Female

3. **Which of the following feature do you prefer?**

☐ Viscosity ☐ Color
☐ Palatability ☐ Flavor

4. **During promotion of AAL brand, which promotional item is the most effective according to you?**

☐ Printed material ☐ Gifts
☐ Sample Gift ☐nd

5. **While choosing AAL brand, which attribute persuades you the most?**

☐ Brand name ☐ Brand logo
☐ Visual in PPM ☐ Slogan
☐ Packaging ☐ Design

6. **While choosing AAL brand, which attribute persuades you the most?**

☐ Past experience ☐ Price
☐ Quality ☐ Promotion

7. During the treatment of childhood diarrhea, which aspects do you consider?

☐ With ORS ☐ AAL combination
☐ Without ORS ☐ Only ORS

8. Which feature helps you to recall the AAL brand?

☐ Brand name ☐ Visual
☐ Company name ☐ Medical representatives
☐ Packaging ☐ Gift

9. To attract family customers to take AAL supplementation, do you think any value addition can be made?

☐ Yes ☐ No ☐ No opinion

[If the answer is yes, then please give your valuable opinion to the following questions]

10. Value addition to the product may be done by providing the following items.

☐ Useful insert for parents ☐ Playing items for kids
☐ Learning items for kids ☐ others

11. To make valuable medication easier, which of the following do you think can be considered?

☐ Extra dollop/Measuring trophy ☐ one spoon and one measuring beaker ☐ Oral pack ☐ others

12. If your answer to question 09 is no, then would you please share your opinion?

……
……
…
……
……
…

13. According to your opinion, which type of communication is best to establish the brand?

- ☐ Mass media advertising
- ☐ Personal selling
- ☐ Direct mail
- ☐ Telemarketing
- ☐ D2P
- ☐ AAL bulletin

14. Event marketing and sponsorship is an important aspect to establish a product as a brand, which of the following event is useful for AAL brand?

- ☐ Entertainment
- ☐ Sports
- ☐ Children's contest
- ☐ Fairs and festivals
- ☐ Donation to the poor
- ☐ Others

-Thank You-