

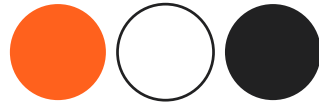
**MAPC – Industrial & Organizational Psychology**

**Sample Internship Report**

**(Need to be Hand Written)**

**Brought to you by**

**MAPC**  **HELP.com**



**If you get benefited from the content of this  
website**

**Then**

**Please share your**

**Synopsis**

**Project Report**

**Internship Report**

**On**

**mapchelp@gmail.com**

**MAPC**  **HELP.com**

# Case No. 1

## Selection and Recruitment

Name of the Organization: - \*\*\*\*\*

Human resource management is the essential function of organizations. Among the HR practices, recruitment is the basic function where employees join the organizations. Recruitment is the process of searching prospective employees to apply for the job posting in the \*\*\*\*\* Company. Selection is the process of choosing an appropriate candidate among the job applicants. Selection process starts after the completion of the recruitment process. Recruitment is the positive aspect whereas selection is the negative aspect of HR practices.

Employees are integral to the ongoing success of \*\*\*\*\* Company. Therefore it is imperative that people with right skills and background are recruited by \*\*\*\*\* Company. Recruitment of officer/staff is done through a structured selection process by HRM Department in consultation with the management.

\*\*\*\*\* Company needs people across a wide range of human resource, both production and non-production jobs:

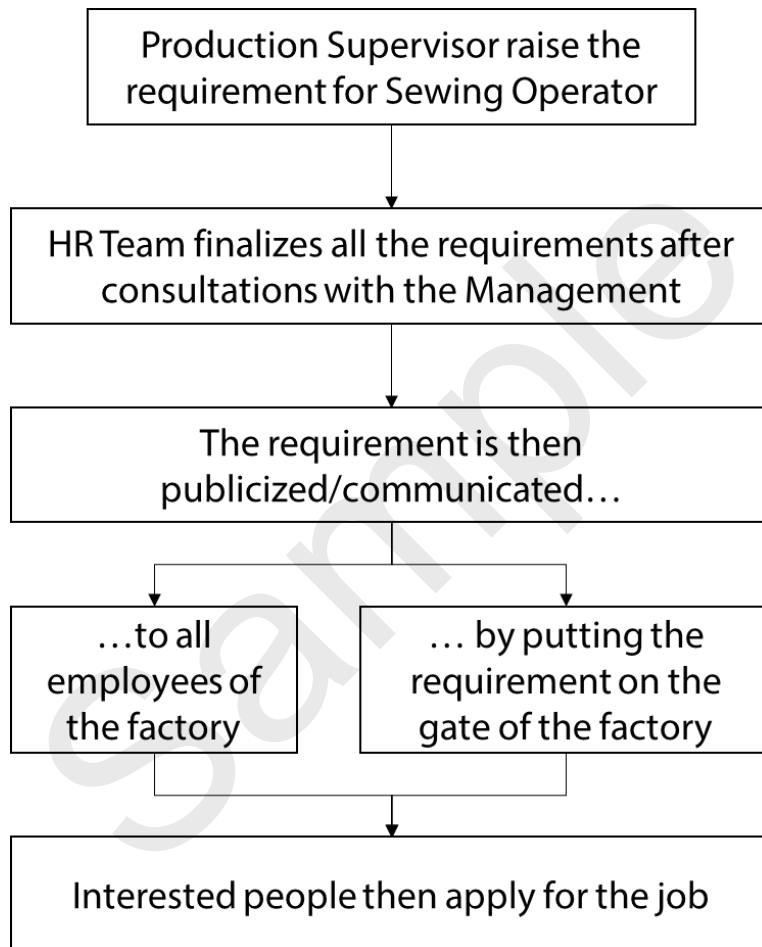
- In production, it needs sewing operators, pattern maker, cutter, store keeper, supervisor, quality assurance, iron man, trimmer, and people for finishing and packaging.
- Its non-production require people skilled in stock management, logistics and sales man.

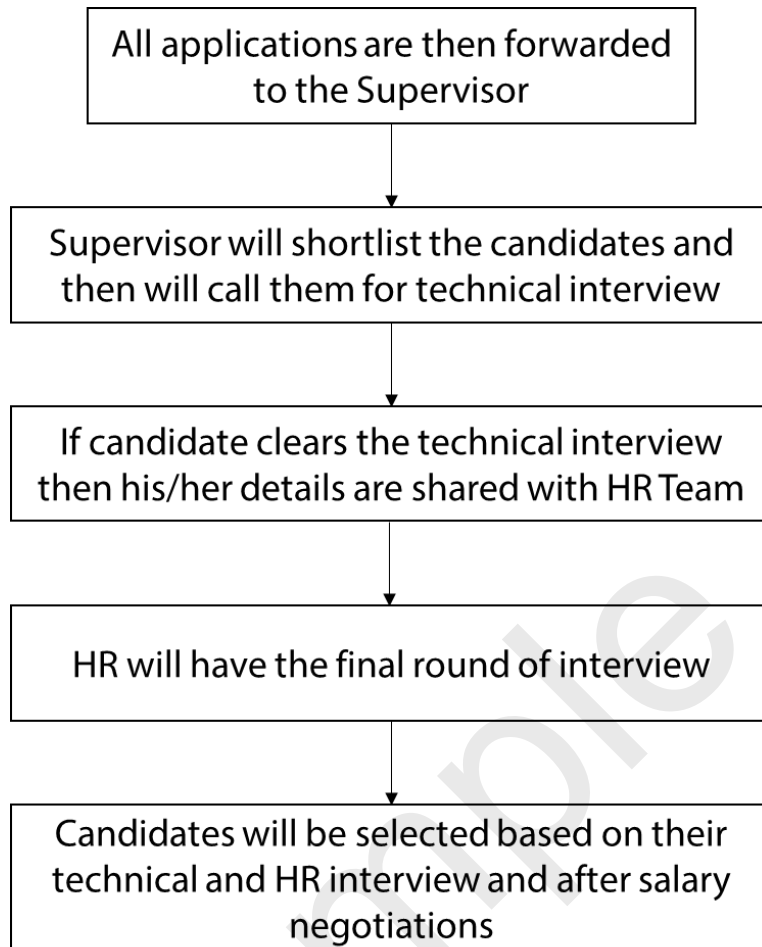
Little Bulls aims to ensure all roles work together to drive its business objectives. It needs to ensure it has the right number of people in the right jobs at the right time. To do this, it has a structured process for recruitment and selection to attract applicants for both production and non-production jobs.

In the modern economy the recruitment process is drastically changed with the entry of social media. Many organizations are following the online recruiting methods for attracting the prospective employees but in the Little Bulls Clothing Company only the traditional recruitment methods were followed. Sources of the traditional recruitment are by employee referrals, transfers and promotions, walk-in and by the advertisements.

In garment industry the most popular and widely used recruitment method for production and non-production job is through either referral or walk-in. As most of the employees are belong to lower class so hardly there is any scope of giving advertisements.

Little Bulls Clothing Company mainly rely on the referrals and walk-in for selecting the employees. The below procedure is used by the company to recruit the sewing operator.





If the candidate who got selected came through reference of the existing employee then he/she will get the referral bonus from the company.

The selection parameters for sewing machine operator are physical requirements, vision requirements, color blindness, spatial relationship, test of spatial relationship, physiological aspects, muscular movement, muscle tone, principles of posture, physical fitness, psychological aspects of sewing machine operation, the effect of emotion on muscle tone, time sense, sight reading & the pattern concept of sight reading.

It is essential that the selection criteria are effective enough to be able to help the recruiters in selecting the trainees with correct dexterity and ability to perform the job at a required level. The sewing machine operation is a sedentary occupation and the body parts used during sewing is fingers, wrist, forearm, upper arm, foot & ankle, knee & thigh and thoracic region.

Basically there are 3A's; Aptitude, Ability and Attitude to evaluate operator selection.

- Test for communication ability, numerical ability, spatial ability and shape test are part of aptitude test.
- While under ability test, there are two popular version of pegboard tests- PBDA & PBDB, ball & tube test, two arm coordination test, Purdue pegboard test, visual ability test, color perception test and threading needle exercise test.
- Attitude is tested through trainability test.

The various forms of dexterity and hand-eye co-ordination test are still popular among established apparel manufacturers. Most of the selection tests emphasize on the physical requirement. While the tests for physical requirement mention the cut off limit, none of these have any mention about the weightage of each test to be taken during the final selection.

Sample