

Assignment

Human Resources Management

Assignment Topic #	Recruitment Process of specific Organization
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Recruitment process

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of an organization.

Recruitment process is a process of identifying the jobs vacancy, analyzing the job requirements, reviewing applications, screening, shortlisting and selecting the right candidate.

Sadaqat Limited (Sadaqat Textile Mills (Pvt) Ltd)

Half a century ago, a textile trading family known as the Sadaqat family started their home textile business in Chiniot, a neighboring city to Pakistan's textile hub Faisalabad. The newly established business was based on the core values of honesty and quality. Visionary footsteps, honesty and diligence have led the Sadaqat legacy to thrive and expand vertically, while still maintaining its reigning position in the home textile industry of Pakistan.

Over the years, Sadaqat limited has grown due to the strong leadership and management by a team of motivated and qualified directors who energize and synergize the strength of more than 4000 employees at a well-equipped and state of the art manufacturing facility. Another key strength of the company is its product diversification and highly automated manufacturing equipment. We source our raw materials both globally and locally, ensuring our products are of the highest quality standards whilst remaining competitively priced. Regular overseas travel ensures consistent product research and development and offer latest trend updates. Our design centers are equipped with CAD technology to offer innovative and fashionable product ranges. At Sadaqat Limited, we combine the skill and workmanship of our culture with the globally recognized best practices, and deliver products of exceptional quality to all our local and international clients.

In 2018 Sadaqat Limited added new business line diversifying its portfolio with the introduction of state-of-the-art Garment Manufacturing unit producing Woven(Denim/Non-denim) and Knitted Garments.

Recruitment process of Sadaqat Textile Mills (Pvt) Ltd

❖ Advertising

Sadaqat Limited advertise their hiring positions to company official website, official Facebook page and career consulting websites (careerjoin.com) etc.

❖ Application

Candidate Apply through C.V (curriculum vitae) or official website job portal.

❖ Screening

After Submit application, Company analyze your skills and experience to assess your match to the role profile. Then will be contacted by the recruitment team.

❖ Assessment and Testing

Certain positions required assessments such as:

- **Psychometric testing**

The assessments cover the following areas – abstract, verbal and numerical reasoning as well as personality and motivational profiling

- **Medical assessment**

Some positions required you to undergo a pre-placement medical assessment

❖ Interview

Company conduct two type interviews

- 1. Concern Department**

After completion and passing of test interview conduct by General manager of concern department mean HOD of department. In which Head of Department asked about your subject related knowledge and how much your grip on that particular role.

- 2. HR Department**

After concern Department Human Resource Department conduct interview. In which Head of Human department ask question about your personals and your ability and experience and ask about how much your salary demand and other demands etc.

❖ Job Offer

After all processes Company congratulation to you on final selection through Telephonic call and confirm date of joining

❖ Induction

After Joining date, you welcome to your department, an introduction to your function and role objectives, and an overview of our business. We will ensure that you have the information you need to meet the responsibilities and obligations of being a Sadaqat Limited employee, as well as give you a thorough understanding of Sadaqat limited business principles and global roadmap.