



Final Project

# Improving the Quality of Manpower Selection

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*In the name of Allah,  
the Most Beneficent,  
the Most Merciful*

## 1. Abstract

The recruitment department of Allied Bank is responsible to provide quality human resource to all the groups and the departments company wide.

- One of the most serious problems in recruitment does not know the nature of the position.
- Even with an awareness of a job's purpose, the manager can have misalignment in the job description and selection tools used for recruitment and selection
- During the selection process, a hiring manager might become too enamored with a singular quality or talent he expects of a candidate. This can limit his focus when looking over applications and resumes, and conducting interviews.
- Generally, employers have two different strategies to choose from in hiring: You can look to get the most talented people possible and build a company around them, or you hire employees who not only meet the talent needs of a position, but also fit well within the business culture.
- After completing the numerous recruitment assignments at every level currently the R&S not have quality data or CV bank. Almost 65% to 75% CV's are in hard copy form and remaining store in employees computers. Centralization of database increases the productivity of the department.

## **Acknowledgement**

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# 1. Introduction

## 1.1. Introduction

Allied Bank Limited was the first bank to be established in Pakistan.

The Bank started out in Lahore by the name Australasia Bank before independence in 1942; and became Allied Bank of Pakistan in 1974.

In August 2004, because of capital reconstruction, the Bank's ownership was transferred to a consortium comprising Ibrahim Group; therefore, it was renamed as Allied Bank Limited in 2005.

Today, with its existence of over 70 years, the Bank has built itself a foundation with a strong equity, assets and deposit base. It offers universal banking services, while placing major emphasis on retail banking. The Bank has a large network of over 880 online branches in Pakistan and offers various technology-based products and services to its diverse clientele.

## 1.2. Scope of the Study

Recruitment and selection are critical human resources functions for any business. Hiring the right employees for your business can positively affect your turnover rate, company culture, production and bottom-line profit. Avoiding some of the common problems experienced by businesses as they recruit and select employees improve your chances of success.

## 1.3. Statement of the problem

Recruitment department is unable to provide the quality resources to other groups and departments. Recruitment department also taking too much time to hire the right candidate.

The recruitment department of Allied Bank is responsible to provide quality human resource to all the groups and the departments company wide.

- One of the most serious problems in recruitment does not know the nature of the position.
- Even with an awareness of a job's purpose, the manager can have misalignment in the job description and selection tools used for recruitment and selection
- During the selection process, a hiring manager might become too enamored with a singular quality or talent he expects of a candidate. This can limit his focus when looking over applications and resumes, and conducting interviews.
- Generally, employers have two different strategies to choose from in hiring: You can look to get the most talented people possible and build a company around them, or you hire

employees who not only meet the talent needs of a position, but also fit well within the business culture.

- After completing the numerous recruitment assignments at every level currently the R&S not have quality data or CV bank. Almost 65% to 75% CV's are in hard copy form and remaining store in employees computers. Centralization of database increases the productivity of the department.

#### **1.4. Objectives of the study**

Putting a robust recruitment procedure into place helps ABL management to get things right. And we also get some experience from the large organization after studying there overall recruitment process.

- Reducing the gaps in recruitment and selection processes that suit ABL or banking business
- Developing and Manage process that will ensure that the company recruit the right staff
- Design and develop JD / JS / SOP's / R & S Policy and interview processes.
- Developing process and procedures for all types of recruitment
- SOP's for the outsource agency

#### **1.5. Research methodology**

- Meeting and interview with the ABL Staff
- Obtaining relevant data
- Observing existing system
- Document review

### **Chapter 2: Profiles**

#### **2.1. Company profile**

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##### **2.1.1. Vision,**