Thesis Paper
on
Recruitment and Selection Process in Bangladesh: A Case Study on Meghna Group

Submitted by:

Md. Asif Abdullah
EMBA2301028016
Program: EMBA
Major: HRM
Semester: Spring-2024
Sonargaon University (SU)

Submitted to:

Department of Business Administration
Sonargaon University (SU)
Submitted for the partial fulfillment of the degree of
Executive Master of Business Administration



Sonargaon University (SU),
147/I, Green Road, Tejgaon, Dhaka-1205, Bangladesh.

Date of Submission: May 05, 2024

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Letter of Transmittal

May 05, 2024

Md. Masud Rana
Associate Professor
Department of Business Administration
Sonargaon University

Subject: Submission of Thesis paper.

Dear Sir,
I am hereby submitting my thesis paper entitled **"Recruitment and Selection Process in Bangladesh: A Case Study on Meghna Group."** which was assigned to me as a requirement for the completion of the EMBA Program. I have discovered this paper very interesting, beneficial, and insightful.

The entire report is based on my practical experience. I expect this paper to be informative as well as comprehensive. This thesis paper will help me a lot in my future career life.

Thank you very much for your guidance and cooperation during the course without which this thesis paper cannot be completed.

Moreover, if you have any further inquiries concerning any additional information, I would be very pleased to clarify that.

Yours Sincerely

Md. Asif Abdullah
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Certificate of Supervisor

This is to certify that the thesis report **"Recruitment and Selection Process in Bangladesh: A Case Study on Meghna Group."** has been prepared as a part of completion of the EMBA program from Department of Business Administration, Sonargaon University (SU), carried out by Md. Asif Abdullah, bearing ID: EMBA2301028016 under my supervision. The report or the information will not be used for any other purposes.

Md. Masud Rana
Associate Professor
Department of Business Administration
Sonargaon University (SU)

Declaration of student

This is to notify you that, the thesis paper on **"Recruitment and Selection Process in Bangladesh: A Case Study on Meghna Group."** has been prepared as a part of my thesis formalities. It is an obligatory part of my EMBA program to submit a thesis paper.

Moreover, I was inspired and instructed by my supervisor Md. Masud Rana, Associate Professor, Faculty of Business, Sonargaon University.

I am further declaring that I did not submit this report anywhere for awarding any degree or certificate.

Yours Sincerely

Md. Asif Abdullah
EMBA2301028016
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Semester: Spring-2024
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Letter of Authorization

Certified that this thesis paper titled "**Recruitment and Selection Process in Bangladesh: A Case Study on Meghna Group**." is the work of Md. Asif Abdullah, bearing ID: EMBA2301028016 under my supervision. Certified further that in the best of my knowledge the work reported here in dose not from part of any other Thesis Paper or thesis on the basis of which degree or award was conferred on an earlier occasion on this or any other candidate.

Md. Masud Rana
Associate Professor
Department of Business Administration
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Acknowledgment

I would like to express my gratitude to all the people that were involved both directly and indirectly in the preparation of this report. I apologize to the people whose names I haven't mentioned, and their contribution is highly appreciated by me.

First, I would like to thank Almighty Allah who made us able to finish this thesis at the Perfect time.

I would like to thank our academic supervisor Md. Masud Rana, Associate Professor, Department of Business Administration, Sonargaon University (SU) for guiding me and for giving me the opportunity to initiate this thesis. I am also grateful to those people without whom it was quite impossible to prepare the thesis. I am also grateful to some of the officials of Meghna Group who help me to make this thesis by collecting data. They help me a lot to prepare this thesis and gave me much important information that is needed for preparing the thesis. Also, more thanks to my friend Mr. Rajib Shahani, Project Manager, Akij, for helping to make this report.

Finally, my sincere gratitude goes to my family and friends for supporting me and sharing their thoughts and giving me moral support during the preparation of this thesis.

Executive Summary

First of all, a very brief detail about the organization has given in the beginning of the report. The organization profile and the descriptions of overall business has described in the beginning part of the report. The overview of the organization has represented such a way by reading that part any one can get a proper idea about the businesses of the organization

Second of all, the experiences of mine with Meghna Group have described in the next part. Moreover, my role with the HR team and the HR practices they follow in recruitment process has stated and briefly described. Statement of the problem what I have found has also mentioned in this part.

Then the literature view of the related topic has discussed from the books, journals and from different websites. After that, to conduct research the methodology I have used that is mentioned and briefly described. The survey questionnaires are also attached in this part.

Research has conducted to find out the problem has used to get the statistical data and result of the research. The reason and the solution of the problem have also mentioned.

Last of all the, limitations of the studies, findings, recommendations and the overall suggestions are given in the last part of the report which contains the information based on the study and the information gathered by conducting research.

Reduce cost for earning more profit is not Meghna Group target. Our organization target reduce cost that's we provide final product to our ultimate customer at lowest cost service. Not only reduce logistics cost but also taken every operational step to decrease the cost. As a result, we can success to achieve ultimate target.

List of Acronyms

HR	Human Resources
HRA	Health Reimbursement Account
HRD	Human Resource Development
HRIS	Human Resources Information System
HRLY	Hourly
HROD	Human Resources Organizational Development
HRS	Human Resources System
HSA	Health Savings Account
FSA	Flexible Spending Account
FT	Full-Time
GINA	Genetic Information Nondiscrimination Act
GPHR	Global Professional in Human Resources
JD	Job Description
OD	Organizational Development
OFCCP	Office of Federal Contract Compliance Programs
OGC	Office of General Counsel
TIP	Talent Incentive Program
TNA	Training Needs Assessment

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Chapter 1
Introduction

1.1: Introduction

It is mandatory for every Business student of Sonargaon University to submit an thesis report based on an experience of 12 weeks working with any organization. The main purpose of submitting this report is represent of implementation of the theoretical knowledge's what we have gained throughout the 1.5 years EMBA program. I have joined at Meghna Group of Industries which is one of the largest groups of companies in our country and I have tried to learn from the practical activities what they practice in a regular basis. From the very beginning I adapted myself with the corporate cultures and followed the instructions what they have provided to me.

I have joined at Meghna Group of Industries in HR department on 21st December, 2021. I worked under the direct supervision of **Atiq Uz Zaman Khan (Sr. GM-HR)** and my immediate reporting boss was **Abul Barakat (Manager-HR)** and I have assigned to work with the recruitment team. This report is based on the work experience what I have gained from the organization. Besides this what recruitment and selection process Meghna Group of Industries follows a vast discussion of that has provided in this report. Moreover, the types of challenges and difficulties MGI faces to do proper man power planning has also discussed in the report. Mostly this report represents a real-life work experience with an organization which might be effective for the further study as well as for research.

1.2: Recruitment and Selection processes of MGI

The HR department of Meghna Group of industries divided into four sections. Those are -

1. Recruitment & Selection team
2. Organizational Development team
3. Compensation Team
4. HR service team

The recruitment and selection team is responsible for finding, screening, sorting and joining for an employee. This is a long process but recruitment team has to do in a short time in an effective way.

- **Recruiting candidates:**

  Meghna Group of Industries recruits their candidates from the different sources. The basic tool is publishing job advertise in the online basically in BD jobs.com. This method they follow to recruit the entry level and mid-level employees. In terms of recruiting top level employees they try to follow the head hunting process. In this process they do not publish any job advertisement. HR team targets the different top level employees of different organizations and communicates with them by using different communication tools. Moreover, in recent times HR team of MGI is conducting on campus recruitment process which is highly encouraging the fresh graduates to start their career with MGI. Furthermore, MGI also recruits the employees by internal references which have a great priority in the recruitment process. Sometimes MGI provides internal advertisement by which the existing employees get a chance to swap or change the departments. If someone of any department found more capable for another department HR team provides the offer to change the department of that employee.

- **Selecting Candidates:**

  After collecting the CV from different sources recruitment team do shortlist few CV among all which are suitable for the position and can match with the organization's culture. Recruitment team selects a suitable date for conducting the interview and written examination. After that they call the candidates for participate the written exam and

attend in the viva. The viva board is totally decorated and suitable persons are invited to conduct the viva where the presence of a HR personnel is mandatory. After conducting the viva the selected candidates are asked to join on a designated. In the selection process the candidates with experiences get more priority. After completing the joining process the recruitment team prepares a personal file for the selected candidates and hand over it to the HR service team. Then Organizational Development team of HR conducts an orientation program for the newly joined employee.

1.3: Role if an HR intern

The role of an intern at MGI-HR is different from the other organizations. In most of the organization an intern works as a helping hand. But in Meghna Group of Industries the role of an intern is almost similar as a full-time employee. HR department of MGI is a very busy department among all. In every moment HR personnel are busy with different types of activities and along with them the intern also works like a full-time employee. In a word an intern of MGI-HR almost full fills the responsibilities what an executive does. The basic responsibilities of an intern are-

- Shortlisting the resume
- Prepare exposure sheet
- Prepare joining sheet
- Co- ordinate the interview procedure
- Invigilate the examination
- Verifying the documents of the candidates
- Communicate with the shortlisted candidates
- Preparing man power recruitment note
- Prepare employee's personal file
- Joining the employee

So these are the responsibilities what an intern do while he/she work with the HR team. Almost all the responsibilities of a HR executive are covered by an internee. Sometimes in the absence of any executive the internee works as a shadow executive.

1.4: Problems in the recruitment process

In recent time Meghna Group of industries is one of the giant groups of industries in our country and currently almost 30,000 employees are working with this organization. All the operations of MGI conducted by four offices and those are Head office, FMCG office, Chittagong office and the factory complex. FMCG office has separate HR division but all other HR operational activities are controlled by the Head office HR department and only the Head office HR division is responsible for conducting all HR activities. Sometimes Head office HR also operates few activities of FMCG department. So the head office HR always remains in a high pressure with the recruitment activity. It is very tough to manage and control this large amount of workforce with a small team. So maximum time the head office HR faces different types of difficulties in recruitment and selection process. In the factory complex a bulk number of regular employees work but there is no specific HR department for factory complex which is much needed. Moreover the recruitment team faces mass recruitment with a very short notice which is very difficult to manage for the employees of the MGI and it happens very often. All the joining procedure of every employee is head office based. Preserving and processing this bulk amount of data is too tough for a small team. On an everyday basis HR team found challenges to deal with these types of problems. Plans are formulated but sometimes it became too difficult to execute because of proper manpower planning. Moreover, the numbers of industries are increasing in almost every two years and more people are joining. At the mean time if employee turnover occurs then situation goes out of control. So, for these reasons the recruitment team always faces challenges due to lack of proper structure and planning. Besides this many employees of the HR recruitment team also suffer from excessive multitasking pressure which might demotivate the employees. So lots of problems are there but not impossible to solve. After completing the three months of thesis with the recruitment team I have found a major problem which is responsible for many other problems. The problem is –

“Lack of standards in recruitment process”

The recruitment process of MGI is organized but there are lacking in quality performances. For a large number of employees, a small HR team works. So, it is normal that sometimes it will lose the track. But if the actual reason found then this problem can be solved and quality performance will rise with a better standard.

1.5: Scope and delimitation of the study

Meghna Group of Industries is a big platform for learning practical knowledge. As a HR intern I got a proper idea of HR activities. Working with the HR team of MGI I haven't felt like that I am an intern here. The tasks and responsibilities I have taken truly are a full time employee's responsibilities. I have coordinates different assignments and projects which are rarely found done by an intern. Things I have experienced which are so relevant with my studies and the knowledge I have gained will help me in future in professional life in a positive way. Especially working with the recruitment team taught me how to do work under pressure and build up my multitasking capability.

But I have faced some limitations too. Three months is not enough to get all the idea about the HR practices of any large organization. Moreover, at the end I was not a full-time employee of them which means many of confidential information they did not have shared with me because of company policy. Yes I have worked like a full time employee but I was away from the in - depth information. Furthermore, I was not allowed to attend the employees meeting because that might break the company's rules and regulations. In a word I was able to do what I have instructed to do. So these are the limitations of my study here.

1.6: Objective of the report

The basic objective of this report is to give a descriptive idea about the recruitment and selection process of Meghna Group of Industries and about the practices. But the specific objectives are-

- Find out the problems in recruitment and selection process
- Things need to develop in recruitment and selection process
- Other employee's perspectives about recruitment and selection process
- Identify the solution of the specific problems
- Implementation of new ideas in recruitment and selection process

Chapter 2

Literature Review

2.1 Literature Review

Recruitment and selection are two very important terms in HR activities. To gain the competitive advantages an organization must follow the systematic way of recruitment procedure. Employees are the assets of the organization and they have values. And according to financial terms investment to the assets increases the value of the organization. If any organization fails to recruit perfect employees for the vacant position in future the organization might suffer. In this case recruiter must have the proper knowledge about the perfect selection of the employee. Investment on the wrong employee might bring loss. On the other hand recruitment process should be in a proper structured way. Unstructured recruitment procedure might cause turnover and excessive turnover decreases the efficiency of any organization.

According to Beardwell Claydon the recruitment and selection process is focusing on identify, attract and select the right person into the right job to meet the organizational HR requirements. Both activities are integrated and "where recruitment stops and selection begins is a moot print". (Anderson, 1994 cited in Beardwell & Claydon 2007, p. 190) Hiring right person to right job for the firm is a difficult task even for the experienced HR manager. Therefore, most of the HR practitioner will use recruitment and selection process to employ the best candidates over interview.

Without maintaining a proper recruitment structure, it is difficult to recruit proper people. To ensure this pure HR expert is needed who has versatile knowledge about the recruitment and selection process.

Recruitment might be internal or external. But its need to do in a cost-effective manner otherwise it might bring loss for the organization. Internal recruitment is cost effective but sometimes it cannot full fill the required demand. But external recruitment can bring different type of knowledge which might bring better opportunity for the organization. Because external recruitment might bring fresh approach to solve any problem. Meghna Group of Industries gives focus both the internal and external recruitments based on the situational demand.

Decenzo and Robbin have defined, "Recruitment is the process discovering potential for actual or anticipated organizational vacancies"

According to Edwin B. Flippo, "Recruitment is the process of searching of prospective employees and stimulating them to apply for the job in the organization"

According to Plumbley "Recruitment is a matching process and the capacities and inclinations of the candidates have to be matched against the demand and rewards inherent in a given job or career pattern."

So it is very important for the organization specially the large organization to follow a proper systematic approach to recruit and selecting the employees. Recruitment and selection is the only way to find out the right candidates for the right position. As per Human resource policy Employees are considers as an asset and an asset should be recruited by following proper structure and standard.

Chapter 3

Organizational Overview

Meghna Group of industries (MGI) is one of the biggest and leading groups of companies of Bangladesh with yearly turnover of USD 3.00 billion. Currently 30,000 employees are working on a full-time basis. Moreover, more than 3000 distributor and almost 1000 suppliers are directly connected with its large operation. All over the Bangladesh it is operating different types of business and fulfilling the demands and needs of consumers as well as the stakeholders. In recent time this organization owns 45 factories and 15 different industries.

3.1 Vision

Meghna Group is the best Brands across the Globe. On of the best Top 3 in Bangladesh.

3.2 Mission

Enhance people competencies, enable them to embrace world class manufacturing practices.
Create opportunities for the Professional Growth of Our People.

Meghna Group of Industries started their journey in 1976 when it was known as Kamal Trading Company. In 1989 it has introduced Meghna Vegetable oil industries in a small piece of land at Meghnaghat, Narayanganj. Gradually it has increased its business with different type of FMCG products, Paper, tissue, poultry feeds etc. and different service likes aviation, banking, insurance, securities and many others. It has also expanded its business not only in Bangladesh but also in middle east, Europe, South Asia as well as in North and South America by exporting different types of products.

Meghna Group of Industries is the first organization which owns its own economic zone. Currently MGI has two private economic zones at Meghnaghat, Narayanganj with the investment of more than BDT 3000 crores. Currently this organization is planning to open 10 more factories which will create 12000-15000 employment opportunities. This organization has a great impact in our economics as well as in increasing the employment opportunities of our country. Meghna Group of Industries has a paid 250 million US Dollar as tax in the fiscal year of 2017- 2018.

3.3 Vision of MGI is **"Be Bangladesh's most admired & progressive global conglomerate".**

Mission of MGI is **"delighting our customers and maximizing value by innovative solutions, inspired employees, adaptation of technological advancements and living in harmony with environment." Values of MGI** are **integrity, respect, customer focus, teamwork and keeping promises**.

3.4 Board of Directors



Mostafa kamal

Chairman & managing director



Beauty Akter

Vice Chairman



Tahmina Mostafa
Director



Tanzima Mostafa
Director



Tanveer Mostafa
Director



Tasnim Mostafa
Director

3.5 Business of the Organization

A summary of total business of MGI is given below in the table -

Companies	45
Yearly Turnover	USD 3.0 billion
Business partners	3,000+
Suppliers	1000+
Employees	30,000
Brands	Fresh, Super Fresh, Meghnacem Deluxe, Pure, No. 1, Actifed
Operational Sectors	FMCG, Building Materials, Shipping, Logistics, Printing & Packaging, Financial Institutions, Aviation, Media, Energy & Power, Chemicals, Commodities, Feeds, Pulp & Paper, Economic Zone, Real Estate
Export Market	India, Bhutan, Nepal, UAE, Kuwait, Singapore, Malaysia, UK, Hong Kong, Sri Lanka, Vietnam
Logistics And Services	Oceangoing Vessel : 10 Lighter : 60 Covered Van / Bus / Truck / Private Car / Crane / Pay Loader / Pickup / Ready-mix carrier / Ambulance: 1305 Air Craft (Helicopter) : 04

Under the umbrella of Meghna Group of Industries there are 23 companies. All over the Bangladesh it has a quality brand value. Moreover in the two private economic zones Meghna Group of Industries own 45 factories. The vast description of different companies of MGI are given below-

Sugar

Fresh sugar is one of the renowned sugar brands in our country in terms of brand name as well as for quality. United sugar mills Ltd. which has established in the year of 2005. By using of modern technology and the imported raw materials in a day the plant produces 2500 MT sugar in a day. It is free from crystal oil and it full fills the demands of sugar of 10 million houses.





Edible Oil

From the world finest soybean seeds and crude Tanvir oil mills Ltd. Produces 3,60,000 MT oil in every year which are healthy as well as best in quality. Super fresh soya bean oil and super fresh vegetable oil are the two brands. Moreover Fresh mustard oil is another brand of Edible oil which produced in Surma Mustard oil mills Ltd. In a month it produces 1050 MT oil by using modern technology and imported raw materials





Flour and lentils

Fresh and No.1 flour is the leading flour brand not only in Bangladesh but also in south Asia. Sonargaon Flour and Dal mills Ltd. Produces 600 MT per day. Fresh suzi, Fresh maida, Fresh bran are also produced in the same plant with a land of 2.5 Acres.







Fibre

United fibre (Est: 1999) and Tanveer polymer industries Ltd. (Est: 2002) produces export quality fibre and PP woven bags. The name of the brand is known as tanveer polymer and the plant capacity is 200,000 pieces bags per day. Beside this Unique Cement Fibre industries Ltd. 12-13 million small sacks in every month which covers both the national and international market.





Milk

Tasnim condanced milk (Est: 2011) and Tanveer food Ltd. (Est: 1994) are the two mill producing industries of Meghna Group of Industries. The brand names are No.1 condensed milk and Super fresh full cream milk powder. The plant capacity of fresh milk is 3500 MT per month and basically the local market is its major customer.





Beverage

Meghna Beverage Ltd. is a new startup of MGI. It has established in 2017 and the drinking water and soft drinks are the main products of this factory. Though Fresh mineral water is famous freom previous time but different types of soft drinks and energy drinks are the new introduction of Meghna Beverage.





Spices

Spices are the most important material of our daily meal and in Tanveer Food Ltd. in every month 150 MT spices produced. The brand name is Fresh spice and it covers the local market.



Pulp and Paper

Meghna Pulp and Paper mills one of the largest paper related factory in all over the Bangladesh which has established in 2012. Especially A4 paper, pocket tissue, facial tissue and the hygiene products are produced under this industry. The brand name is Fresh and in a day it produces 450 MT of products. It covers not only local market but also export in south Asia and Middle East.



Aviation

Meghna Group of industries introduced Aviation service from 2011. The services of this company are corporate helicopter charter, leisure helicopter charter and the ambulance helicopter charter. It owns four helicopters to provide the service.



Cement

Unique Cement industries ltd. which has established in 2001 has a great contribution in the cement industries as well as in the economics of our country. It is providing best quality and consistent supply of cement not only in our country but also the Middle East and south Asia. Especially the consumers are the govt. and the builders of our country. The brand names are Fresh super, Fresh special, Fresh and Meghnacem. The plant has the capacity of production 12000 Ton/day.





Chemical

Meghna Group of industries established Tasnim Chemical Complex Ltd. in year 2009. It has a great impact in our rapid industrial growth especially in the garments sector. This factory is capable of producing world class quality chemicals product which full fills the demand of dying plants, textile industries, pulp and paper processing industry, mineral water, steel mills and many other industries of our country. This plant produces 4800 MT chemicals per year and the raw materials are imported from Germany, China, India and South Korea.





Tea

Meghna Tea Company Ltd. has established in year 2000. It is providing the tea liquor all over the country and the brand names are Fresh premium tea, Fresh Daneder tea, Fresh dust tea, No-1 Leaf tea, No-1 Strong tea. Sources of raw materials are from Sylhet and Chittagong and the plant capacity is 1200 MT per month.



Seeds Crushing

Meghna Seeds Crushing Ltd. established in 2011 which is one of the largest seeds crushing mill in our country. Basically this industry produces high quality soya meal and rape seed cake. The brand names are Fresh Soya meal and Fresh rape seed cake. The plant is capable of produce Soyabean 2500 MT/day, Canola 1800 MT/day and Sunflower Seeds 1800 MT/day. The raw materials are imported from USA, Australia, Brazil, Argentina, Canada, China and Paraguay and currently it is serving to the local market of our country.



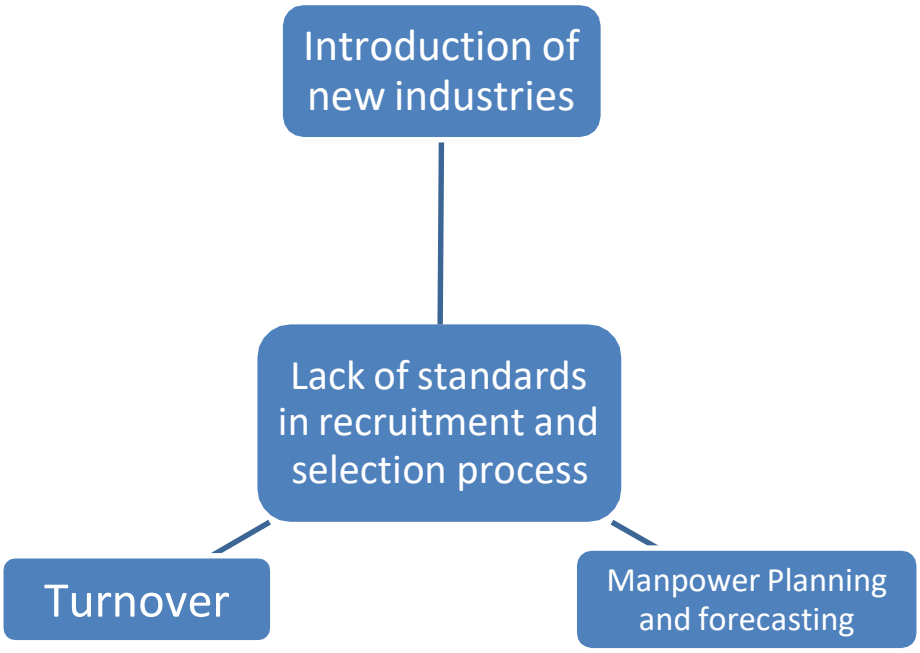
Meghna Group of Industries is one of the largest conglomerates of our country. In above most of the company details have been discussed. But this organization also own CNG industry, steel industry, Shipping industry, Real estate, Securities, Salt, Securities, Insurance, Printing and Packaging, Energy and power and Poultry and Fish feeds industry. Moreover, in near future MGI is going to introduce bakery items, Fresh LPG and different food item are in its pipeline. In every two year MGI is introducing a new industry which basically following the red ocean strategy. Furthermore Meghna Group of Industries is going to start ceramic mills and the Luxurious Hotel business very soon according to its business plan. Meghna Group of Industries has a big contribution of our economy as well as reducing the unemployment problems of our country. At the end Meghna Group of Industries going to expand their business not only in Bangladesh But also in the international market by establishing a global standard and hope it will reach to its ultimate goal.

Chapter 4

Recruitment and selection process of MGI

4.1: Model

HR department of MGI faces lack of standards in recruitment and selection process. Many types of reasons works behind that but specific reason cannot be found because only a problem identification research can identify the relevant reason. So to conduct the research a research model has been formulated which is given below-



Here the challenge what recruitment team faces that is mass recruitment, sudden recruitment, excessive joining and many others within a short period of time. In a word there is lack of standards in the recruitment process and proper planning. So this problem is depended on three issues and those are introduction of new industries, employee turnover and manpower planning and forecasting. Among all these three independent variable one or two variables is responsible for the whole problem. So the major purpose of this research is identifying that independent variable which is most responsible for this problem.

4.2: Hypothesis

H: 1: Rapid growth of industries of an organization demands more manpower which is a challenge for the HR team.

If the number of industries and factories increase within an organization the organization needs more man power. Sometimes it tough to find suitable man force for the suitable position on an urgent basis. It is challenging for the HR team continuously finding perfect people because people are occupied with other organization. If HR team fails to recruit suitable candidates then organization might fall in loss. So sometimes rapid growth of industries bring challenges for the HR team.

H: 2: The reason for sudden recruitment with a short notice is turnover which demotivates the recruitment team

Excessive turnover is kind of diseases of any organization. It demotivates not only the employees but also the HR team. Sometimes it represent employee's dissatisfaction of the job which might bring negative review of the organization and HR team faces challenges to fill the vacant position. Sudden recruitment process cannot be conducted by following proper planning due to time shortage.

H: 3: Proper Manpower planning and forecasting helps to conduct a structured recruitment and selection process.

Manpower planning and forecasting represents proper HR recruitment practices. If HR department of any organization can do proper manpower planning and forecasting that decreases the hassle of excessive recruitment as well as downsizing. It also helps the recruitment and selection team to make a yearly or half yearly planning of recruitment operation. It is also increases the standards in recruitment practices; brings more efficiency for the organization.

4.3: Data Collection and sources of data

To complete the research I have used both the primary and secondary data. I have conducted a survey and designed a proper survey question and collected 54 samples from the HR and Admin departments of Head office, FMCG office and from the factory complex.

Sources of primary data

- Top Level managers
- Managers
- No managerial employees

Sources of Secondary data

- Company official Website
- Factory visit
- Different journals

4.4: Questionnaire

To conduct the survey I have formulated and distributed a questionnaire to the employees of HR and Admin department and total 54 employees responded with that. The questionnaire is given below-

Survey Questionnaires

Demographic

1. My Age-
    - 25≥30 Years
    - 31≥35 Years
    - 36≥40 Years
    - 41≥50 Years
    - 50+ and Above

2. My marital status-
    - Single
    - Married

3. My income (monthly)
    - 25≥30 Thousand
    - 31≥40 Thousand
    - 41≥50 Thousand
    - 51≥60 Thousand
    - 60+ and Above

Introduction of New Industries

1. Meghna Group of Industries introducing a new industry in every two years.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
2. New industries of Meghna Group create more job opportunities
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
3. Peoples are interested to join in different industries of MGI.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
4. New introduced industries of MGI demands more capable manpower for its rapid growth.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
5. New types of training and development procedures are necessary for the work force of new industries.
    - Strongly agree
    - Agree
    - Neutral

- Disagree
- Strongly disagree

6. Industry wise separate HR team is essential to bring more efficiency of the manpower
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree

Employee Turnover

1. Meghna Group of industries is perfect to build an excellent career.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
2. In every month MGI recruits a large number of new employees
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
3. Most of the new recruits are replacement of old employees
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
4. Before leaving MGI most of employees provide notice before two months
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
5. After joining at MGI employees follow all the terms and conditions mentioned in job contract.
    - Strongly agree
    - Agree
    - Neutral

- Disagree
- Strongly disagree

6. Most of bottom level and mid-level employees of MGI are keen to change organization.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
7. Meghna Group of Industries prefers experienced employees to conduct most operational activities.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree

Manpower Planning and Forecasting

1. In every year HR department of MGI prepare manpower placement and recruitment blueprint.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree

2. Recruitment plans and programs are properly discussed with the HR team in almost every month.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
3. HR team of MGI often face sudden recruitments
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree
4. HR team of MGI often face sudden downsizing
    - Strongly agree

- Agree
- Neutral
- Disagree
- Strongly disagree

5. Most of the industries and departments of MGI communicate with HR department about the manpower planning.
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree

Standards of the recruitment and selection process

1. Meghna Group of Industries follows a proper structure in terms of recruiting and selecting employees
    - Strongly agree
    - Agree
    - Neutral
    - Disagree
    - Strongly disagree

Chapter 5

Findings & Analysis of the Study

Findings of the study

According to the SPSS analysis we got to know that among the independent variables Introduction of new industry is the main reason for the lack of standards in recruitment and selection process of MGI. In present time Meghna Group of industries is increasing its business not only in our country but also on abroad. Already the foreign trade department started to export different products in the other counties. Day by the new sector and industries are increasing of this organization and the new industries create new job opportunities for the peoples. Moreover Meghna group of industries is a big platform to start an excellent corporate career. And the new industries of MGI demand more manpower to operate the business. Our study has proved that the rapid growth and the introduction of new industries are responsible for the lack of standards of recruitment and selection process. The objective of this report was to describe the recruitment and selection process of Meghna Group of Industries and find out the problem of the problem of recruitment procedure. At the end the problem has identified through a problem identification research.

The respondents of the survey have attempted each of the questions and there is no missing data found. Moreover, as all the probabilities were more than 0.001 so there were no outliers in the collected data analysis.

Analysis of the Study

KMO and Bartlett's Test

Bartlett's of sphericity sig is less than 0.05 which means it is statistically significant.

KMO and Bartlett's Test

Kaiser-Meyer-Olkin Measure of Sampling Adequacy.		.421
Bartlett's Test of Sphericity	Approx. Chi-Square	206.361
	df	171
	Sig.	.034

Total Variance Explained

I have used Varimax rotation technique to find out the factor analysis which was conducted since variables were already taken. Four factors were found from the analysis. The total cumulative variance is almost 74% and the values under communalities table is more than 0.5 whis has been shown in the communalities table below.

Total Variance Explained Table

	Initial Eigenvalues			Extraction Sums of Squared Loadings		
Component	Total	% of Variance	Cumulative %	Total	% of Variance	Cumulative %
1	2.558	13.463	13.463	2.558	13.463	13.463
2	2.104	11.074	24.537	2.104	11.074	24.537
3	1.855	9.764	34.302	1.855	9.764	34.302
4	1.509	7.944	42.246	1.509	7.944	42.246
5	1.401	7.374	49.620	1.401	7.374	49.620
6	1.240	6.524	56.144	1.240	6.524	56.144
7	1.183	6.224	62.368	1.183	6.224	62.368
8	1.078	5.674	68.041	1.078	5.674	68.041

9	1.023	5.384	73.425	1.023	5.384	**73.425**
10	.834	4.390	77.816			
11	.796	4.190	82.006			
12	.726	3.823	85.828			
13	.651	3.426	89.254			
14	.550	2.896	92.150			
15	.431	2.268	94.419			
16	.321	1.689	96.108			
17	.305	1.603	97.711			
18	.269	1.417	99.128			
19	.166	.872	100.000			

Extraction Method: Principal Component Analysis.

Communalities Table

	Initial	Extraction
A1	1.000	.676
A2	1.000	.864
A3	1.000	.505
A4	1.000	.747
A5	1.000	.785
A6	1.000	.779
B1	1.000	.818
B2	1.000	.836
B3	1.000	.696
B4	1.000	.802
B5	1.000	.774
B6	1.000	.656
B7	1.000	.753
C1	1.000	.726
C2	1.000	.707
C3	1.000	.701
C4	1.000	.734
C5	1.000	.704
D	1.000	.689

Extraction Method: Principal Component Analysis.

Rotated Component Matrix

In the rotated component Matrix all the item should be brought in a single column but due to insufficient number of sample and lack of time it could not be possible to take those.

Rotated Component Matrix[a]

	Component			
	1	2	3	4
A1	-.538			
A2		.395	-.719	
A3		.489		
A4	.655			
A5		-.365		.395
A6			.798	
B1	.508			
B2	.480			
B3		-.460		
B4			-.333	.407
B5				-.615
B6				.324
B7	-.791			
C1		-.545		
C2		.556		
C3		.408	.430	
C4	-.541			
C5			.322	.662
D		.673		.358

Extraction Method: Principal Component Analysis.

Rotation Method: Varimax with Kaiser Normalization.[a]

a. Rotation converged in 6 iterations.

Reliability

Cronbach Alpha was used to test reliability measurement to compute the internal consistency if the variable. Among all three independent variable, AAA (Introduction of new industries) is reliable because the value of its Cronbach Alpha is more than 0.6 which represents its reliability.

Introduction of new industries

Case Processing Summary

		N	%
Cases	Valid	54	94.7
	Excluded[a]	3	5.3
	Total	57	100.0

a. Listwise deletion based on all variables in the procedure.

Reliability Statistics

Cronbach's Alpha	N of Items
.62	6

Regression Analysis

Variables Entered/Removed[a]

Model	Variables Entered	Variables Removed	Method
1	CCC, BBB, AAA[b]	.	Enter

a. Dependent Variable: DDD

b. All requested variables entered.

Model Summary

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.301[a]	.090	.36	.68310

a. Predictors: (Constant), CCC, BBB, AAA

b. Dependent Variable: DDD

ANOVA[a]

Model		Sum of Squares	df	Mean Square	F	Sig.
1	Regression	2.317	3	.772	1.655	.0189[b]
	Residual	23.331	50	.467		
	Total	25.648	53			

a. Dependent Variable: DDD

b. Predictors: (Constant), CCC, BBB, AAA

Coefficients[a]

Model		Unstandardized Coefficients		Standardized Coefficients		
		B	Std. Error	Beta	t	Sig.
1	(Constant)	.931	1.436		.648	.520
	AAA	.047	.087	.074	.537	.059
	BBB	-.045	.043	-.143	-1.053	.297
	CCC	.120	.073	.229	1.653	.105

a. Dependent Variable: DDD

Result

Among the four there were three independent factors and those were conducted to multiple regression analysis to measure the standard of the recruitment and selection process of Meghna Group of Industries. The whole model seems to be significant because the F- statistics (significant .0189 $\leq$ .05). The regression model demonstrates 36% variation of standards of recruitment and selection process which has determined by the adjusted R square value. Among the three independent variables one have significant impact of the standards of the recruitment and selection process which is introduction of new industries (AAA) and its (b= 0.074, sig= 0.59). So this following result shows that the growth or new industries is the main reason for the lack of standards in recruitment and selection process of Meghna Group of Industries.

Chapter 6

Recommendations & Conclusion

Recommendations

The recruitment and selection process of MGI is organized but sometimes it loses its track for some sudden incident. After conducting the research we came to know that the growth and introduction of new industries is the main reason of lack of standards in recruitment and selection process. Based on the study few recommendations are given below which might bring proper discipline in the recruitment and selection process of Meghna Group of Industries-

- Separate HR team is needed for the factory complex.
- Every industry should have own HR team.
- Every year head office HR should prepare manpower planning blue print.
- Recruitment terms and policies should be clearly discussed among the recruitment team.
- Should keep backup plan for sudden recruitment and sudden downsizing.
- In every month HR team need to discuss about the manpower planning with the other department.
- In every month the HR head should conduct a meeting where the recruitment team will be allowed to share their thought and ideas.
- To avoid turn over more motivation should be imposed.
- During the mass recruitment proper planning should be formulated before.

By following these terms the HR team can easily get a structured and standard recruitment policy which might bring more efficiency and will reduce the workload of the recruitment team.

Conclusion

The journey with MGI was so pleasant for me. I got a huge opportunity to play in the real field. The professional environment and the guidance I have found are really so significant for my further career. In this report a brief discussion and a research has conducted which is an example of my real life work as well as it will be an improvement tool for the HR department of Meghna Group of industries. The objective of the report was things need to develop in recruitment and selection process of Meghna Group of Industries which has accomplished successfully. The respondents have honestly provided their thought which has a great impact in this report. At the end the solutions and suggestions have provided to solve the problems are based on the study which means it is an experimental approach to solve the problem and it is reliable. At the end working with a giant conglomerate, adopted with their culture and following their corporate terms was a great learning for me and this experience will be memorable

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