An Internship Report

on

“Recruitment and Selection Practices: Insights from Meghna Group of Industries”

Submitted To:

Department of Business Administration

Faculty of Business

Sonargaon University (SU).

Submitted By:

Asifur Rahman Akash

ID No: BBA2103024087

Program: BBA

Major: HRM

Department of Business Administration

Faculty of Business

Sonargaon University (SU)

Submitted for the partial fulfillment of the degree of

Bachelor of Business Administration

Date of Submission: 30th August, 2025

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Supervised By:

Md. Mostakin

Lecturer

Department of Business Administration

Faculty of Business

Sonargaon University (SU).

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Letter of Transmittal

Date: 30th September, 2025

To

Md. Mostakin

Lecturer

Department of Business Administration

Faculty of Business

Sonargaon University (SU)

Subject: Submission of Internship Report titled as "Recruitment and Selection Practices: Insights from Meghna Group of Industries".

Dear Sir,

With humble honor and respect, I am writing to formally submit my internship report titled "**Recruitment and Selection Practices: Insights from Meghna Group of Industries"** as a partial fulfilment of the requirements for my BBA degree. It has been a privilege to undertake this internship under your esteemed guidance.

Throughout the duration of this internship, I have had the opportunity to explore the core aspects of Human Resource Management, particularly recruitment and selection practices, within "Meghna Group of Industries". This report, an essential component of my academic journey, highlights the key strategies, policies, and methods adopted in talent acquisition and employee selection, reflecting the significance of HRM in modern organizations.

Once again, I express my sincere gratitude for your invaluable guidance and support throughout this internship. Your mentorship has greatly enriched my knowledge and practical experience in the field of Human Resource Management.

Thank you for your time and consideration.

Sincerely Yours,

.....

Asifur Rahman Akash

ID No: BBA2103024087

Program: BBA

Major: HRM

Department of Business Administration

Faculty of Business

Sonargaon University (SU)

Certificate of Supervisor

This is to certify that **Asifur Rahman Akash**, ID No: BBA2103024087, BBA program, Major in Human Resource Management, Department of Business Administration, Faculty of Business & Entrepreneurship, Sonargaon University (SU) has successfully completed her internship program under my supervision.

Her internship report title **"Recruitment and Selection Practices: Insights from Meghna Group of Industries**" is accepted for presentation.

I wish her a total success in life.

……

Md. Mostakin
Lecturer
Department of Business Administration
Faculty of Business
Sonargaon University (SU)

Student's Declaration

I declare that the internship reprot titled **"Recruitment and Selection Practices: Insights from Meghna Group of Industries"** represent the result of my own research works, pursued under the supervision of **Md. Mostakin**, Lecturer, Department of Business Administration , Faculty of Business, Sonargaon University (SU).

I further affirm that the submitted report is original and no part or whole part of this report has been submitted to in any form, in any other university or institution, for any degree, or any other purpose.

.....

Asifur Rahman Akash
ID No: BBA2103024087
Program: BBA
Major: HRM
Department of Business Administration
Faculty of Business
Sonargaon University (SU)

Letter of Authorization

This is certify **Asifur Rahman Akash**, ID No: BBA2103024087, Department of Business Administration, has completed her internship report titled on **"Recruitment and Selection Practices: Insights from Meghna Group of Industries"** under my supervisor as a part of partial requirement for obtaining Bachelor of Business Administration (BBA) degree in HRM Major. This report can be accepted for evaluation.

I have gone through the report and found it's a well written report. He has completed the report by himself.

I wish him every success in life.

……

Md. Mostakin
Lecturer
Department of Business Administration
Faculty of Business
Sonargaon University (SU)

Acknowledgement

First of all, I would like to thank The Almighty Allah for giving me such strength and ability to complete my internship report successfully in due time. Then, I would like to thank my university's supervisor **Md. Mostakin** for the priceless assistance, advice & supervision that he provided me in completing this report on "Recruitment and Selection Practices: Insights from Meghna Group of Industries".

Additionally, I must thank my organizational intern supervisor, Deputy General Manager Mr. Sana Ullah, who has a great kind mind to place all types of cooperation to educate me practically the functions of the HR Dept. of MGI. He also taught me how vital the role HR plays in making the employees in the organization more efficient &competent in their work. He has enlightened me throughout my entire internship and had been very much supportive in giving me meaningful task which contributes to the effectiveness of the department. I would like to thank especially Manager Mr. Rakibul Alam, Mr. Md. Rony, Ms. Dipa, Mr. Maruf and Ms. Nabila and all my colleagues and co-workers who have motivated me to make this internship program an efficient one. Finally, I would like to thank my family, friends & seniors who had been very much helpful and supportive for me when I was assigned to complete the task of making this report.

Executive Summary

To complete a mandatory part of my BBA academic requirement, I applied and got chance to complete my internship in Meghna Group of Industries (MGI), one of the most renowned domestic organizations in Bangladesh. Based on my internship experience, I have prepared an internship report on the "Recruitment and Selection Practices: Insights from Meghna Group of Industries". I was assigned to Human Resources department of MGI as an intern under direct supervision of Mr. Md. Sana Ullah, Deputy General Manager (DGM),

Human Resources, MGI. HR Department of MGI thrives for quality in executing HR functions for the entire organization with amazing efficiency. In this report I have briefly provided the overview of the organization. Then I have pointed the HR functions & practices of MGI.

I have also described the activities I had to do as an intern at MGI in detail. I have also conducted a survey which helped me to get a bird's eye view of the perceptions of the employees of MGI about the recruitment process of the organization. The output of the survey is included with this internship report. Most importantly, analysis of the survey is also shown in this report. Next, I discussed on the findings of the survey regarding the employee perception of the company.

I have provided some of my recommendations in the ending part of this report which I believe would help the employees who are currently working for the best outcome from the HR Department of Meghna Group of Industries.

This internship report is prepared as a partial fulfillment for the BBA program of the Faculty of Business & Entrepreneurship under Sonargaon University (SU).

This is exploratory type of research and deductive in nature. The whole study approaches to reveal whether theoretical concepts are being followed in a practical arena. Both primary and secondary data have been collected for the study. I work in Motijheel Branch, Dhaka. The collected data has been analyzed through descriptive statistics on the basis of which some conclusion was drawn and a set of recommendation was made. All categories of employees who related to the requirement and selection process are very active and excellent in there won way.

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Chapter-1

Introduction

1.1 Introduction

To complete the Bachelor of Business Administration requirement of Sonargaon University I have prepared this internship report. This report was designed to compare the theoretical knowledge I have gained from the courses of the Sonargaon University BBA program with the practical works that naturally takes place in a well operated business organization. I have joined in a giant domestic conglomerate in Bangladesh, MGI, as an intern in order to use the knowledge I acquired in my course works and combine all those effectively with the tasks I was given. My internship period started from 24th May, 2016 and after 12 successive weeks on 25th August it was completed. I was assigned in HR Dept. of the company where my organizational supervisor was Mr. Sana Ullah (DGM, HR of MGI). This report is based on the "Recruitment & Selection process" of the company along with the knowledge and real-life experience I have gathered working in the Human Resource department of the organization.

1.2 Background of the Study

Human Resource Division plays a key role in taking an organization in the first lane to the road of prosperity. In this internship report I have provided information in a detailed manner with my experience of working in HR department of Meghna Group of Industries, which currently possesses leadership with number of brands around the countrywide market. In addition, I have initiated a survey on the recruitment & selection process to bring out the facts behind their efficiency of working at HR department.

1.3 Significance of the Study

The primary reason for preparing this report is to understand the importance of this function in any organization and to integrate theoretical concept with practical work experience. Having the best employee in the organization can boost the performance of any organization. This is why recruitment & selection process of an organization is very much important to ensure that the best employees work for the organization. According to Gary Dessler- "Recruiting refers to find & attract applicants for the employer's open positions". An HR manager is the responsible person for accomplishing organization's go all by managing the efforts involved with the employees of the organization. Management process involves five (5) functions:

a. Planning.

b. Organizing.
c. Leading.
d. Staffing.
e. Controlling.

The most important thing to do for starting the recruitment process is to do the job analysis. This analysis produces in formation for writing the job description which consist list of what the job entails as well as for job specifications that enlist what kind of people to hire for the job.

After identifying the duties, then step is to decide how many of these jobs are needed to fill. The best way to envision recruitment is a series of steps that includes respectively:

1. Personnel Planning & forecasting.
2. Building a pool of candidates.
3. Screening the pool of candidates.
4. Use selection tools like written & oral tests, background investigation, physical test etc.
5. Decide who to make an offer to.

Recruitment & selection ideally starts with personnel planning which is in other words called employment planning. This planning ends up by deciding what positions to be filled & what will be the procedure to complete the recruitment. To fill the executive level jobs organizations does the succession planning. Personnel plans require estimates of three (3) things:

- Personnel needs.
- Supply of inside candidates.
- Supply of outside candidates.

Personnel analysis tools often used by organizations are:

- **Trend Analysis**: Study of a firm's past employment need stop predict future needs.
- **Ratio Analysis**: A forecasting technique for determining staff needs by using ratios.
- **Scatterplot**: A graphical method used to help identifying the relationship between two (2) variables. The 3rd one has some drawbacks which are:
- They generally focus on historical sales/personnel relationship and assume that firm's existing activities will continue as it is.
- They tend to support compensation plans that reward managers for managing ever-larger staff however irrespective of the organization's strategic needs.

- They tend to institutionalized existing ways of doing things, even in the face of change.

1.4 Objective of the Study

The basic objective of this report is to analyze & evaluate the recruitment & selection process practices of MGI Ltd. Following are the specific objectives of the report:

1. Discuss in detail the recruitment and selection procedures of various types of employees and workers in MGI.
2. Determine the employee's perception of the recruitment & selection practices in MGI.
3. Identify the weakness, existing problems & flaws in the recruitment and selection procedures of MGI.

1.5 Methodology of the Study

In order to prepare this report both types of data sources are used for analysis.

- Candid interview took place with my organizational supervisor Mr. Sana Ullah to gather information to include in this report.
- I have provided survey questions to 50 employees from different departments, to get to know the opinion of the employees of the company.

Primary Sources:

- Non-managerial employees
- Coordinators
- Managers

Secondary Sources:

- Articles
- Websites
- Journals
- HRM Books

1.6 Limitations of the Study

The limitations I found while working my internship reporting MGI were as follows:

Classified Information: Highly classified state of information was a practical hurdle that I faced while working on this internship report. All of the large organization has their confidential information to be kept apart, as opening access of sensitive information to others

may prove detrimental for the business. While preparing this report, I often faced limited access regarding the declassification of acute information of the company.

Time Shortage: Time shortage was a decisive fact in completing this internship report. Mining data inside a short time frame to accomplish an internship report based on the outcome of the analysis was time consuming.

1.7 Scope of the Study

Meghna Group of Industries is a big platform for learning practical knowledge. A HR intern can get this proper idea of HR activities. The tasks and responsibilities an intern has taken truly are a full time employee's responsibilities. 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. Things a intern get experience and knowledge will help in future in professional life in a positive way.

Chapter-2

Literature Review

2.1 Requirement

The Recruitment is the process of analyzing the job requirements and then finding the prospective candidates who are then encouraged and stimulated to apply for the job in the organization. In human resource management, “recruitment” is the process of finding and hiring the best and most qualified candidate for a job opening, in a timely and cost-effective manner. It can also be defined as the “process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization”. It is one whole process, with a full life cycle, that begins with identification of the needs of the company with respect to the job, and ends with the introduction of the employee to the organization.

2.2 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 Planning
- Recruitment Strategy
- Searching the Right Candidates
- Short listing
- Evaluation and Control

The process undergoes a systematic procedure starting from sourcing the resources to arranging and conducting interviews and finally selecting the right candidates.

2.3 Sources of Recruitment

The searching of suitable candidates and informing them about the openings in the enterprise is the most important aspect of recruitment process. Mainly there are 2 types of source in requirement process. Those are giving below,

A) Internal Sources of Recruitment:

Best employees can be found within the organization. Internal sources include promotion, transfer and in certain cases demotion.

1. **Promotions:** The promotion policy is followed as a motivational technique for the employees who work hard and show good performance.

2. **Retirements:** The retired employees may be given the extension in their service in case of non-availability of suitable candidates for the post.
3. **Former employees:** Former employees who had performed well during their tenure may be called back, and higher wages and incentives can be paid to them.
4. **Transfer:** Employees may be transferred from one department to another wherever the post becomes vacant.
5. **Internal advertisement:** The existing employees may be interested in taking up the vacant jobs. As they are working in the company since long time they know about the specification and description of the vacant job.

B) External Sources of Recruitment:

1. **Press advertisement:** A wide choice for selecting the appropriate candidate for the post is available through this source. It gives publicity to the vacant posts and the details about the job.
2. **Campus interviews:** It is the best possible method for companies to select students from various educational institutions. It is easy and economical.
3. **Walk in interviews:** These interviews are declared by companies on the specific day and time and conducted for selection.
4. **E-recruitment:** Various sites such as jobs.com, naukri.com, and monster.com are the available electronic sites on which candidates upload their resume and seek the jobs.
5. **Competitors:** By offering better terms and conditions of service, the human resource managers try to get the employees working in the competitor's organization.

2.4 Selection

The Selection is a process of picking the right candidate with prerequisite qualifications and capabilities to fill the jobs in the organization.

The selection process can be defined as the process of selection and short listing of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organization. The selection process varies from industry to industry, company to company and even amongst departments of the same company.

The selection process is quite lengthy and complex as it involves a series of steps before making the final selection.

2.5 Selection Process

Most employment selection strategies follow a general schema. With a list of recruits, a company will set preliminary interviews to weed out candidates who do not meet enough basic criteria. Next, those who pass are asked to fill out an application, disclosing further information about themselves to the company. Along with reviewing applications, a company should conduct aptitude tests applicable to their needs. Final candidates are called back for a selection interview. Any unanswered questions should be settled here. After concluding final interviews, carefully examine and compare your candidates' resumes and test results. Once your reach a decision, notify the applicant and make the offer.

2.6 Strategy of Selection Process

Selection strategy theorizes that by matching companies needs to the candidate best suited for the job can be reduce employee turnover and increase employee productivity, saving time and money.

Knowledge, Skills and Abilities

One of the more traditional selection methods is to make choices based on knowledge, skills and abilities -- or KSAs. This selection method begins with job analysis. The human resources department analyzes each job and creates a job specification that lists all required knowledge, skills and abilities needed to perform the job.

Outsourcing

Outsourcing is a selection strategy that human resources departments might adopt for hiring executives, temporary employees. The most common strategy is to hire search firms to recruit, conduct assessments, check references, perform initial interviews and screen the large application pools.

Multistage Selection Strategies

A multistage selection strategy combines a number of assessment tools as part of the process. The human resources department is responsible for validating each assessment tool and ensuring that it is legitimately related to the requirements of the open position.

2.7 Key Differences Between Recruitment and Selection

The following points are substantial so far as the difference between recruitment and selection is concerned:

- Recruitment is the process of finding candidates for the vacant position and stimulating them to apply for it. The selection means picking up the best candidate from the list of applicants and offering them the job.
- Recruitment is a positive process as it attracts more and more job seekers to apply for the post. Conversely, Selection is a negative process as it rejects all the unfit candidates.
- Recruitment aims at inviting more and more candidates to apply for the vacant position. Selection aims at rejecting unsuitable candidates and appointing the right candidates at the job.
- The activity of recruitment is quite simple because in this the recruiter does not have to pay more attention to scrutinizing the candidate, whereas selection is a complex activity because in this the employer wants to know every minute detail about each candidate so that he can choose the perfect match for the job which requires thorough investigation.
- Recruitment consumes less time as it only involves identifying the needs of the job and stimulating candidates to apply for the same. Conversely, selection involves a wide range of activities, right from short listing the candidates to appointing them.
- so that they can easily apply. As against this, in the process of selection, the firm makes sure that candidate passes through various stages such as form submission, written exam, interview, medical exam, etc.
- In recruitment, no contractual relation is created between the employer and employee. Unlike selection, where both employer and employee are bound by the contract of employment.
- Recruitment is an economical process while the selection is an expensive process.

Chapter-3

Organizational Profile

3.1 Overview of the Company

Meghna Group of Industries (MGI) is one of the leading conglomerates of Bangladesh. With a revenue of USD 2billion & asset of USD 1billion, MGI is presently operating in 32 companies, 30 Industries with more than 15000 employees, 3000 distributors & 1000 suppliers.

The history of Meghna Group of Industries dates back to 1976 when its predecessor Kamal Trading Company was born. With the initiation of Meghna Vegetable Oil Industries Ltd in 1989 at Meghna ghat in Narayanganj, currently MGI is running 30 Industrial units on over 350 acres of land. Meghna Group of Industries has been selling various Fast Moving Consumer Goods (FMCG), Cement, Commodities, Chemical, Seed Crushing, Fish and Poultry feed, Power Plant, other bulk and industrial products under the brand name of 'Fresh', 'Super Fresh', 'No.1' and 'Pure'. Moreover, the group has Ship Building Dockyard, Shipping, Securities, General Insurance, Media, Aviation and many other businesses.

Meghna Group of Industries has more than 35 years of national & global experience. In Bangladesh, one in every three households uses MGI brands and products. MGI has started to spread its footprints outside Bangladesh, especially in the Middle East, Southeast Asia, Europe, North and South America through migration of its various products.

Meghna Group's ambitious business expansion is designed and driven by a visionary yet very humble person Mr. Mostafa Kamal who is not only a farsighted entrepreneur but also known for his patriotism, contribution towards development of industrial, health, education, sports, social welfare and various other sectors. His philanthropy, honesty, sincerity and dedication fetched the group to today's lofty achievements.

Meghna Group has already invested USD 1Billion for setting up new lines of business and great expansion programs such as chemical complex, power, salt, seed crushing, cement and media.

Meghna Group has contributed almost 75million US Dollars as Tax to the state ex cheekers in Fiscal year 2012-2013.This is undoubtedly a clear example of passionate initiative and a pioneering leadership role by a private sector investor in country's economic and industrial development.

3.2 Owners and Management

Chairman and MD	Deputy Managing Director	Sr.GM
Mr. Mostafa Kamal	Md. Jashim Uddin	Abu Mohhammad

3.3 Number of Employees

The number of employees in MGI is more than fifteen thousand. There are more than 30 industries. Their core departments are as follows:

- HR
- Admin
- P&P
- Vat & Customs
- Marketing
- Finance & Accounts

3.4 Customers or Buyers of the Company

MGI is a fast-moving consumer goods (FMCG) manufacturing organization. Customer groups from every field of the society buy its products. This company also has cement production unit. Renowned housing companies as well as individual builders also prefer to buy Fresh cement. In addition, a good number of café, restaurant & dining hotels use its FMCG products. MGI has aviation business with 2 helicopters and highly trained pilots who operate them; people can use this service for personal and official use.

Chapter-4

HR Functions and Practices at MGI

4.1 HR Functions and Practices

The company's HR Process and Practices are crucial for its combined achievements. The HR department of MGI Ltd generally conducts the followings –

- **Recruiting Candidates:** MGI does its best to recruit the candidates from different sources. The company merely recruits employees through inside reference. They generally place recruitment notice via online job portals like *BDjobs.com*, *Everjobs.com* and local newspapers like *Prothom Alo*, *Bangladesh Protidin, TheDaily Star* to apply, and then candidates go through written test and viva to final appointment. The company also outsources head hunters to find the most efficient candidate for the higher position of the organization.
- **Selecting Candidates:** After collecting the CVs, the HR personnel conducts shortlisting of the CVs for qualified candidates to call them for the interview or written exams. The screenings of the CVs are done on need the job requirements of the company. Experience is most important base in recruiting candidates as well as their education level, and finally there in situation of study.
- **Orientation**: The HR department initiates the orientation program to meet the new employees with the current staffs and management of the company. Moreover, the new comers are described shortly about the company and got to know the different rules & regulation of the organization.
- **Training:** Training is executed accordingly for new employees of the company. Organization authority very often sends various persons to outside training providers like BDjobs training etc. Usually different workshop & seminars are organized for the improvement of employee's ability.
- **Compensation:** The HR department is responsible to finalize an inspirational compensation plan for the employees. Job analysis is effectively done by the HR department to have the employees motivated with maximum employee retention.
- **Attendance:** The HR & Admin reviews the daily attendance data whereas attendance is taken by biometrics source. This was done with security & confidentiality.
- **Communication:** The HR department maintains effective communication and liaison with the existing, previous, as well as potential candidates.

4.2 Job for an intern in MGI

Sorting CVs: As an intern I was involved with different tasks, one of them was sorting CVs in accordance with company needs. I had to put experience as the most weighted determinant factor in sorting the CVs. Secondly, the level of education and the institution the candidate has studied was important in the selection of the candidates. Moreover, candidates with proper previous training were also sorted for the written test and interview. When the sorting of the CVs was completed, I had to completed entailed CV char to fever candidate and upload detain the HRM database. Serial numbers were strictly maintained as number of applicants for the vacant posts was huge.

Interview Coordination: Within my internship, I took part in coordinating the interview process for the recruitment. I was provided with the attendance sheet with the names of the candidates and my job was to maintain the serial of entrance into the interview room.

Entries of New Joining: MGI recruits new employees on a regular basis for the huge number of running industries they have. As an intern, I had the opportunity to do the new joining entries. Maintain a given format; I had to enter data of new employees recruited in different positions.

Employee Welfare Fund (EWF) applications: Another task that I had to do almost every day is preparing EWF applications of the employees of MGI. A fraction of the salary of every employee of MGI goes into the fund. Employees apply for EWF for various purposes and through a well-structured procedure they are given a fair amount of money from the fund. A file of EWF mainly contains Employee's over all information which must be fully computer-typed, maintaining specific format given by the authority; reason why he/she needs money from the fund had to be mentioned here. A proper calculation of how much the employee can get along with some other important documents should be there too. After that, I had to enter data in the register book of calculation. I had to divide the applications from different industries of Meghna Group and prepare them for responsible respected officials of Admin department for approval of calculation. Lastly, after approval of calculation, I entered data in the register book of payment after the payment process is done for each employee of MGI who applied for EWF.

Chapter-5

Analysis and Findings

5.1 Analysis of the Survey

I have conducted a survey where I have included some questions to 50 random employees from different departments to disclose employee's opinion of the recruitment and selection practices of MGI Ltd. The following are the analysis and findings of the survey:

Gender:

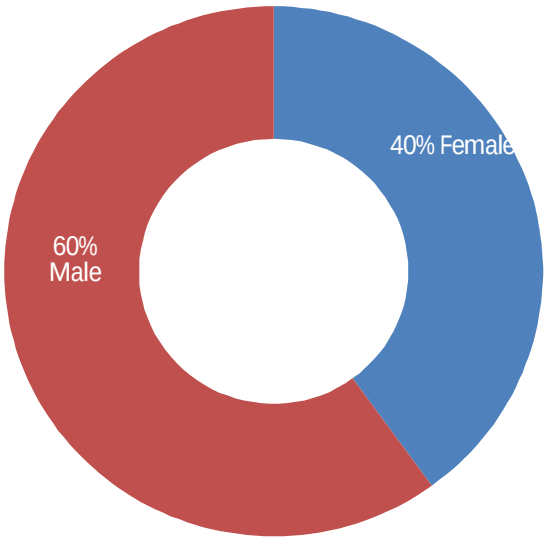


Figure 1: Gender

Analysis:

The chart above illustrates gender of employees I have surveyed in MGI. Among 50, 30 male employee sand 20 female employees were given the survey paper to fill up. The blue part shows the percentage of female employees I have surveyed in my sample and the red portion shows the percentage of male employees I have surveyed.

Ages (in years):

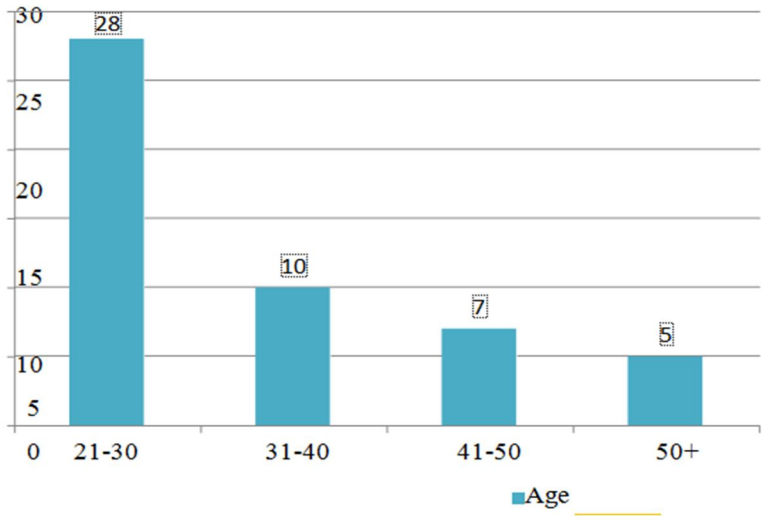


Figure 2: Ages (in years)

Analysis:

The chart above shows the age of the employees I have surveyed in MGI. The chart says that most of the people I surveyed, 28 to be exact, are in between 21- 30.10 employees are in between31- 40.7of the mare in between 41- 50 and 5employees are over 50 years of age.

In which department do you work in?

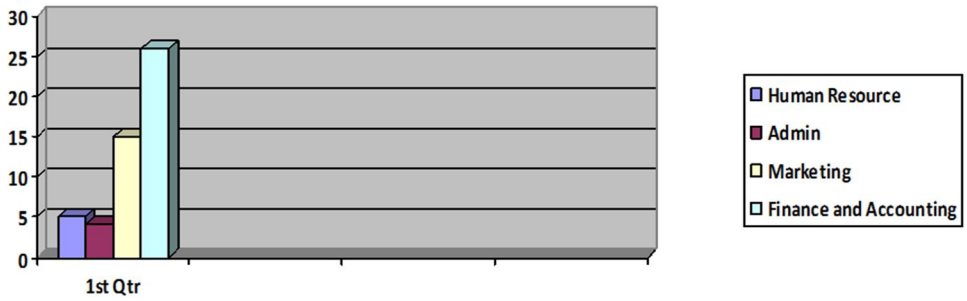


Figure 3: Department

Analysis:

The pie chart above shows the number of employees from each department who answered to the questionnaire I provided. Amongthe50,5 employees working in Human Resource (Bluearea), 4employees work in Admin (Redarea), 15employees work in Marketing (Greenarea) and 26employees work in Finance and Accounting department (Violet area).

How many years have you been with MGI?



Figure 4: Experience

Analysis:

The chart above shows the experience of employees I have surveyed in MGI. From the graph, it can be seen that among the employees, 10 employees have experience of less than a year, 12employees have experience of 1-3 years,16employees have experience f4-6years,8of them have work experienceof7- 10 yearsandlastly,4 employees have work experience of more than 10 years in MGI according to my survey.

Job Level:



Figure 5: Job Level

Analysis:

The chart above represents the job levels of the employees who filled up the questionnaires. 25 of the 50 employees are Officers, 10 are Executives, 9 are Managers and 6 of the employees are in higher positions.

The recruitment and selection process in the company is fair and square:

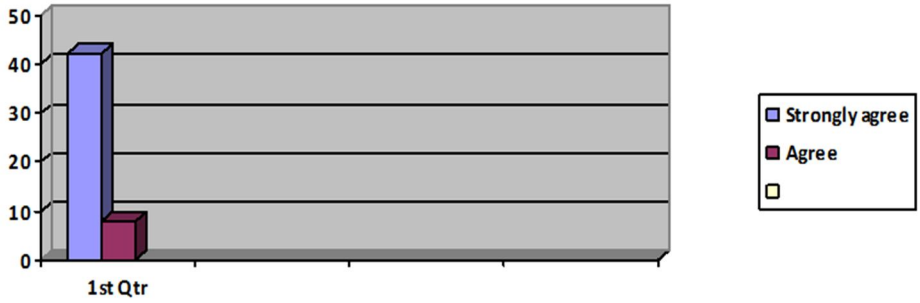


Figure 6: Fair and square

Analysis:

The chart above shows the opinion of employees I have surveyed in MGI about fairness of the recruitment process the organization follows. From the chart, it can be seen that the majority of the employeesi.e.42ofthe 50 employees strongly agree that the recruitment and selection procedure in the company is fair and the rest of the employees also agreed that the recruitment and selection procedure is fair and square. None think that there is any lack or fault in the process organization follows to hire people.

The quality of skilled employees working in the department is satisfactory:

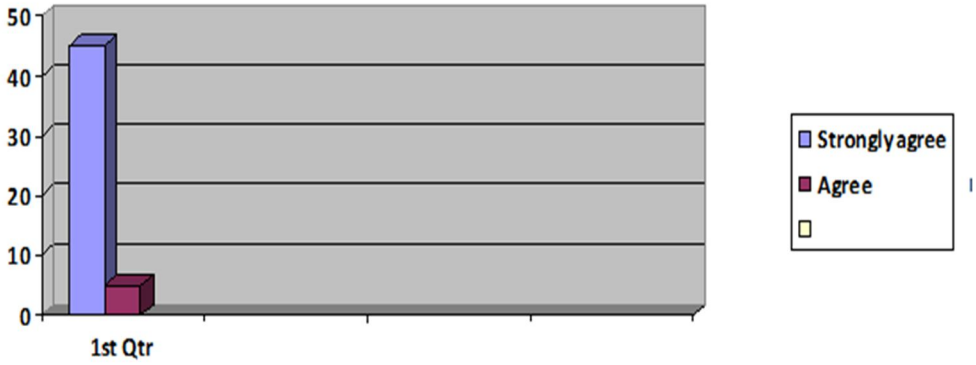


Figure7: Quality of employees

Analysis:

The chart represents the opinion of employees about if quality is maintained while above hiring new employees. 45 employees strongly agreed and the other 5 also agreed that quality of employees working in MGI is up to the mark.

Skills of the employee's matter more than appearance:

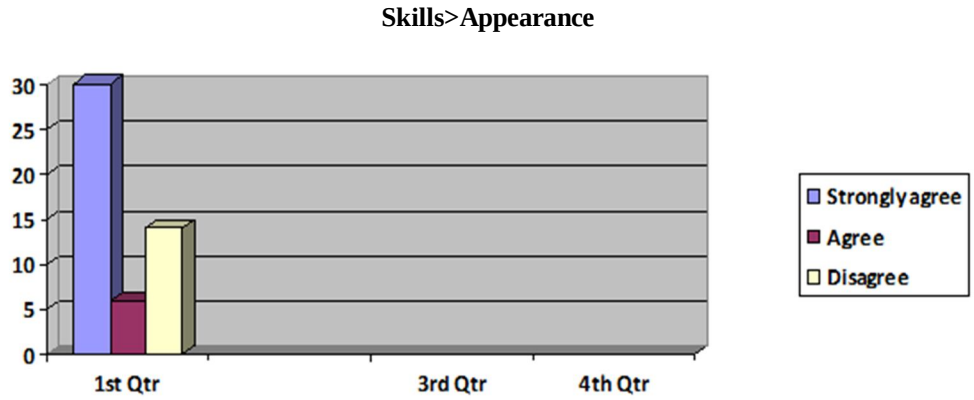


Figure8: Skills or Appearance

Analysis:

The charts above present show many of the employees think that skills matter more than appearance and how many do not. 30 of the employees strongly agreed and 6 employees agreed that skills matter more than appearance. But 14 of the employees disagreed. I would like to add that all of them who disagreed work in marketing department.

You are highly motivated in executing your work:

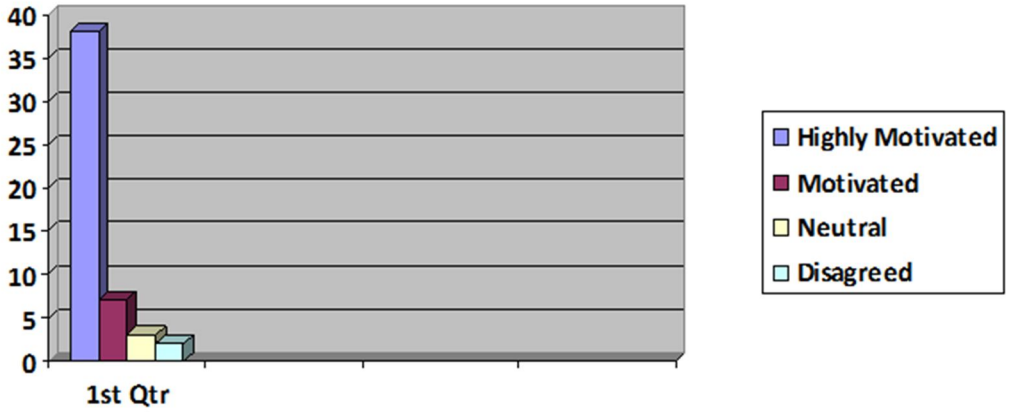


Figure 9: Motivation

Analysis:

The chart above represents how many of the employees are motivated in executing their work in MGI. From above it can be seen that majority of the employees (38) strongly agreed that they feel highly motivated. 7 also agreed, 3 were neutral and minority of the surveyed employees, 2 to be exact, disagreed. Comparing with other organizations, source of motivation like performance appraisal or employee benefit programs are a bit low gazed. This is due to the old and strictly maintained format MGI maintains.

You are satisfied with the employees who are working in their department:

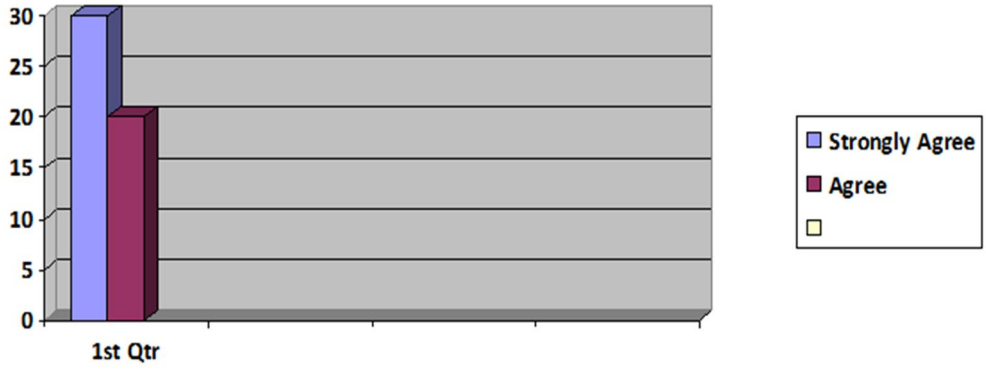


Figure 10: Satisfaction

Analysis:

The chart above represents if employees I surveyed are satisfied with the employees in their department. 30 employees strongly agreed and other 20 also agreed that they are happy with the employees working in their department. This shows how well the recruitment and selection process of MGI is

5.2 Findings of the Survey

The findings of my survey are briefly stated as follows:

- MGI mostly employs male than female employees. This is mainly because the management prefers mostly male employees working in the organization. The workload requires employees to put extra effort as well as maintain punctuality and organization found male employees handling it better.
- Majority of the employees are aged between 21-30 years who are self- inspired and possess the stamina to work hard.
- Majority of the surveyed employees has work experience of more or less 5 years in MGI which proves that the workplace is up to the mark and employees tend to stay.
- Majority of the employees think that the recruitment and selection procedure in the company is fair. Well deserving candidates get the job.
- Employees of marketing department need to present themselves as a representative of the organization and their appearance carries some value. That's why employees of marketing department of MGI expressed that they think appearance matters more. But majority of the employees think that skills matter the most, not appearance.

Chapter-6

Recommendations and Conclusions

6.1 Recommendations

Some recommendations I can suggest MGI are as follows:

- The HR department of the company should enlarge its present size to execute the HR duties of the company more efficiently and effectively.
- The department may imply different employee benefits program and facilities to boost employees' loyalty and motivation to work for the organization.
- The HR department of MGI needs more multi-taskers in the team.

Less necessary official procedure in the recruitment and selection process of the company can be eliminated in order to make the process more effective. The time to recruit and select an employee can be less need if management commits to the program.

6.2 Conclusions

My internship at MGI has been very motivating for me. I got to know the HR department of an organization operates and the knowledge that I was provided in my BBA course works assisted me to compare theoretical knowledge with practical functions. During my internship, I have completed a survey to find out the Employees' opinion of the Recruitment and Selection Process of MGI. This survey helped me to know the opinion of the employees working. From breakdown of survey and my acute observation in the workplace, the employees were efficient and skillful in their work. To conclude, I would like to mention that thought the recruitment and selection process of MGI is satisfactory level now, it needs some minor improvements to uphold the employees' perceptions about it and also motivate their employees and achieve optimum overall success for the company.

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Appendix

QUESTIONNAIRE

Dear Respondent:

I am a student of the BBA Program in Sonargaon University and I am conducting a survey for my internship report that contains finding out the **'Employees' Perception regarding the Recruitment and Selection Process of MGI'.** Your kind cooperation will be highly appreciated.

Please Express Your Opinion By Putting (√) Marks:

1. Gender: (a) Male (b) Female

2. Your age (in years):
   (a) 21–30 (b) 31 –40 (c) 41–50 (d) 50+

3. In which department do you work in?
   (a) HR (b) Admin (c) Marketing & Sales (d) Finance & Accounts (e) VAT & Customs

4. How many years have you been with MGI?
   (a) Less than a year (b) 1-3years (c) 4-7years (d) 7- 10 (e) 10+years

5. Job level:
   a) Officer b) Executive c) Manager d) above

For the following questions, please tick (√) your answer according to the statement provided.

Statement		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
6	Recruitment & Selection process of MGI is fair and square.					
7	Quality of skilled employee in the department is in satisfactory level.					
8	Skill soft the employee's matter more than appearance.					
9	You are highly motivated in executing your work.					
10	You are satisfied with the employees who are working in your department.					